

# MARYA KAUSAR

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## PROFILE SUMMARY

I'm a final year student currently studying Media & Communications at Birmingham City University due to graduate in July 2020. I consider myself a creative individual with an excellent level of attention to detail who is passionate about the events industry. I'm a self-starter who shows ambition and enthusiasm for any role I undertake. I'm determined and a hardworking person who is ready to take on any challenge. I want to take a step forward and expand my knowledge and skills within the industry.

## SKILLS

- Ability to work as part as a team as well as my own
- Highly organised
- Strong communication and listening skills
- Creative thinker
- Problem-solving skills
- Multitasker

## EMPLOYMENT HISTORY

Aqsa Wedding Events – Birmingham

**Event organiser**

**December 2019 – Present**

- Arranging décor at the venue
- Setting the stage
- Setting and decorating out the dessert table
- Decorating the cake table
- Decorating the head table
- Serving the head table
- Serving out food to the guest
- Communicating with guests
- Dismantling the stage/centrepieces

Birmingham Central Mosque - Highgate, Birmingham

**Digital designer**

**August 2018 – Present**

- Designing and creating an Arabic revision booklet for children
- Creating outlined images on Adobe Illustrator

Sapphire Conference & Banqueting Suite - Digbeth, Birmingham

**Event organiser**

**July 2017 - June 2018**

- Setting the venue for the specific booking
- Making sure the event runs smoothly
- Opening and closing entrances
- Communicating with clients and welcoming the guests
- Responsible for the heat/air situation
- Inspecting the venue at the end of the day
- Locking up entrances and doors

Humsafar Wedding Services – Digbeth, Birmingham

**Event organiser**

**July 2016 - December 2018**

- Organising and counting stock
- Loading stock into the van
- Setting the stage, securing the backdrop, fixing centre pieces
- Putting on plain/Lycra chair covers
- Handmaking bows for chairs
- Putting out chairs
- Arranging the head table
- Handling phone calls and bookings
- Working closely with clients:
- Prop making, research and assistance

Our Lady's Catholic School - Tile Cross, Birmingham

**Teaching assistant**

**November 2016 - November 2016**

- Helping and guiding children with mannerisms, behaviour and communications skills
- Teaching children how to read and write
- Helping children with their creativity skills
- Working in a team effectively
- Communicating in a professional manner with my colleagues
- Practicing Health and Safety Regulations around children

## EDUCATION

Birmingham City University: 2017-Present  
BA (Hons) Media and Communications

Joseph Chamberlain Sixth Form College: 2015-2017

Washwood Heath Academy Sixth Form: 2014-2015

Washwood Heath Academy: 2009-2014

## QUALIFICATIONS

Joseph Chamberlain Sixth Form College:  
A level Media Studies B  
A Level Textiles & Fashion C  
A Level English Literature and Language D  
BTEC Subsidiary Applied Science D\*

## ACHIEVEMENTS

2017 Beacon Award  
2015 Media Award

## REFERENCES

References available on request