




Oleg Tsvetkov

CONTACTS

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ABOUT ME

Highly motivated professional with experience in event coordination and sales. Proven ability to manage multiple tasks, communicate effectively with clients, and ensure the smooth execution of projects. Currently seeking an administrative, sales or event coordination role in a dynamic organization

COMPETENCES

Communication Skills
Persuasion Skills
Time Management
Reliability and Responsibility
Analytical Abilities
Teamwork
Customer Focus
MS Office and CRM tools

LANGUAGES

Russian - Native
English - C1
Japanese - N5

WORK EXPERIENCE

BLOCKCHAIN LIFE

April 2024 - October 2024

Dubai

Event Coordinator

- Managed registration processes for over 10000 attendees, ensuring smooth check-in and compliance with event schedules
- Oversaw the setup of venues, ensuring all technical equipment and materials were in place and functioning correctly
- Successfully handled last-minute changes, maintaining event quality and guest satisfaction

SOBHA REALTY

October 2023 - March 2024

Dubai

Sales manager

- Conducted property tours and presentations, tailoring offers to clients' specific needs and preferences
- Collaborated with marketing teams to create customized promotional materials for high-value properties

PAP REAL ESTATE

February 2023 - September 2023

Dubai

Business Setup Consultant

- Advising clients on company formation, licensing, and jurisdiction selection
- Assisting with visa applications and residency processes for business owners and employees

TORAS EVENTS

March 2021 - September 2022

Moscow

Event Coordinator

- Planned and executed 30+ events with budgets ranging from \$5,000 to \$50,000
- Managed cross-functional teams of up to 10 members, ensuring flawless event execution
- Developed detailed event timelines and checklists, improving project organization and client satisfaction