# OBJECTIVE

To obtain a position as an active employee in a growing, reputable company where i can contribute my proactive attitude & position atmosphere to help improve the company and myself.

# WORK HISTORY

* **7 EVENTS. -**Event Coordinator - 01.07. 2014 – 17.10.2015

Duties:

* Organizing and promoting a range of events along with the team.
* Reviewing and sourcing the locations where the event is to be held.
* Cordinating along with clients and vendors as and when required.
* Arrange Security and advise on health and safety issues.
* Ensuring adequate staff is available for the event.
* Post event tasks, managing evaluation form analysis, and Thank You emails.
* **FREELANCE EVENT COORDINATOR -** 01.03.2014 – JUNE 2014

Duties:

* Select and secure event venues. Obtain necessary permits. Work closely along with team members, vendors, outside agencies as necessary
* Venue Coordination along with the team.
* Organizing facilities for car parking, traffic control, security, first aid and hospitality.
* Organizing proper meals and F&B for the event staff and laborers during the event.
* **WEDDINGS AND DREAMS-** Event Coordinator- 05/08/2013- 27/02/2014

Duties:

* Organizing facilities for car parking, traffic control, security, first aid, and hospitality.
* Working for and along with the production team during the events.
* Distribution of promotional material for the event to the target audience.
* Organizing proper meals and F&B for the event staff and laborers during the event.
* Ensuring completion of work before the deadline.
* Venue Coordination.
* **DAUD TEXTILES**- Store Incharge-04.02.2013 – 02-08.2013

Duties:

* Responsible for receiving merchandise for the store.
* Pricing and displaying the product in an appealing and fashionable manner
* Maintaining exceptional customer service to old and new customers.

* **FREELANCE EVENT COORDINATOR-**01.11.2012 – Jan 2013

Duties:

* Coordinating venue management, and equipment hire along with the team.
* Organizing proper meals and F&B for the event staff and labors during the event
* Organizing facilities for car parking, traffic control, security, first aid and hospitality.
* Venue Coordination along with the team.
* SMART CHIP LTD-Data Entry Operations-13/08/2009-09/08/2010

Duties:

* Responsible for data entry work for Social Security Cards and Driving License.
* SAN TRADERS-Store Incharge-07/07/2008- 10/08/2009

Duties:

* Responsible for purchasing items as per the demand and clients choice
* Providing valuable customer service and assuring service warranty to customer.

# EDUCATION

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| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **BOARD / UNIVERSITY** | **PASSING YEAR** |
| **Post Graduate Diploma In Business Administration**-*Event Management* | S. S. Dempo College of Commerce & Economics | Goa University | 2012 |
| **Bachelor In Arts** | St. Xavier’s College of Arts, Science and Commerce | Goa University | 2008 |
| **HSSC (ARTS)** | Correspondence | Goa Board | 2005 |
| **SSC** | Saraswat Vidyalaya High School. | Goa Board | 2000 |

# I.T SKILLS

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| --- | --- | --- | --- |
| **CERTIFICATE** | **INSTITUTE** | **PASSING DATE** | **GRADE** |
| **Diploma in Microsoft Office (Word, Excel, PowerPoint)** | National Softcorp Information Technology (NSIT | OCT 2000 | Grade- B |

# ACADEMIC EXPERIANCE

* **13th Biennial Conference of International Society for the study of work and organisational Values (ISSWOV) 2010 -**Worked as an Event Coordinator for Goa University’s Department of Management Studies assisting them for Sponsorships, Venue Arrangements, etc.
* **EduNext Goa 2012-** Worked as Coordinator, assisted in booking of stalls, venue arrangements etc.
* **Dempo Biz Quest 2011 -**Worked as Coordinator, assisting in Venue Arrangements etc.
* **K-OSS 2011 -**Worked for Event Planning and Venue Coordination.
* **63rd Annual All India Commerce Conference 2010 -** Worked as Venue Coordinator

# PROJECTS HANDLED

* **FABINDIA exclusive Jewellery line Launch in Goa**- A study on BIG 92.7 FM Marketing Initiatives.
* **ICC World Cup 2011 Sponsors** report on the Company’s various Marketing strategies during the event.

# INTERNSHIPS

* **Entertainment Society of Goa (ESG) –** Worked asFestival Executive (for IFFI 2010)(For Hospitality Section), Oct 2010 –Dec 2010
* Booking of flights and hotels for delates visiting the event.
* Coordinating with the other officials during the Inaugural, closing ceremony and during the Festival.
* Registering delegate details for issuing delegate cards for those visiting IFFI.
* **RadioActiv Entertainment –** Worked asEvent Coordinator, 01.03.2014 – June 2014
* Assisting the senior officials at the venue for the event.

# KEY SKILLS AND COMPETENCIES

* Ability to work under pressure and meet tight deadlines.
* Very good interpersonal and presentational skills.
* Well presented, attention to detail and excellent time management skill.

# REFERENCES

Will be provided on request.

# PERSONAL INFORMATION

**Nationality:** Indian

**Gender:** Male

**Marital Status:** Single

**D.O.B:** 21st April 1984.

**Languages Spoken**: English, Hindi, Konkani and Marathi.



**Gulfjobseeker.com CV No:** **1505220**