**Ms. GIRIJA**

Email: **girija.369137@2freemail.com**

**PROFESSIONAL SUMMARY**

Analytical and strategic person with excellent problem solving skills. Organized, efficient and always willing to go the extra mile for on-time content delivery.

**SKILLS**

* Strategic thinker
* Creative and innovative
* Strong time management skills
* Good team player

**PROFESSIONAL EXPERIENCE**

**Project Intern October 2014- May 2015**

Patil Constructions SwarGate, Pune, India

**Business Management Intern July 2015- Nov 2015**

Akshar Management Consultancy Kothrud, Pune, India

**Client Servicing August 2016**

Ashok Group of Companies Pune, India

Event: Style Potli exhibition

**Crowd Management September 2016**

Event Dynamics

Event: social gathering

**Hospitality October 2016**

Right Star Novelties Dubai, UAE

Event: Destination Wedding

**Registration & co-ordination November 2016**

Livewire events, Pune Pune, India

Event: Tec conclave by Siemens

**Merchandising December 2016**

Percept, India Pune, India

Event: H&M store launch

**Co-ordination December 2016**

Horizon Events Mumbai, India

Event: Wedding

**Coordination December 2016**

Livewire Events Pune, India

Event: Corporate event at JW Marriott

**EDUCATION**

* Post Graduation Diploma in Event Management - Fergusson College, Pune, India
* Bachelor's in Mechanical Production Engineering - Savitribai Phule (Pune University)
* Higher Secondary School Certificate - Fergusson College, Pune, India
* Secondary School Certificate - M.I.T School, Pune, India

**CO-CURRICULAR AND EXTRA CURRICULAR**

* Organised National Level Robotics Event (Sociobotics) conducted in college.
* Organised an event conducted by Phoenix School for Specially Challenged Children
* Was a part of the Organising team for the cultural festival Oorja in College.
* Published article for Times Of India Students’ edition.
* Participated in district level Table Tennis Championship
* 1st Runner up in district level Callisthenics , Marching, Yoga championships.
* Trained Kathak and Contemporary Dancer.

**CERTIFICATIONS**

* NMIMS'S certificate course in corporate communication.
* Completed certification in Katia and PRO E.

**LANGUAGES KNOWN​**

* English, Hindi, Marathi.

**PERSONAL PROFILE**

* Date of birth​​: 27/03/1994
* Gender​​​: Female
* Nationality​​: Indian

**Hobbies**: Dancing, Hiking, Cooking, Traveling, Social work.

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge & belief.

Signature Girija

Place:Pune