**Resume**

**Name**:  Vedika

**Date of Birth**: 7-4-1992

**Email address**: [vedika.369419@2freemail.com](mailto:vedika.369419@2freemail.com)

Qualifications:

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| --- | --- | --- | --- | --- |
| **Sr No.** | **Course** | **University/Institute** | **Year Of Passing** | **Grade/Percentage** |
| 1 | Diploma | National Institute of Event Management (NIEM) | 2010-2011 | First  class |
| 2 | Higher Secondary Certificate | Bunts Sangha’s  S.M.SHETTY  College of Science, Commerce and Management  Studies | 2008-2009 | First class |
| 3 | Secondary School Certificate | Vani  Vidyalaya (Mulund) | 2006-2007 | First class |

**Work Experience**

* **Worked with Urvashi Rautela as her Personal Manager.**

**Job Description:-**

-diary management,

- planning and organising meetings,

- organising travel and preparing complex travel itineraries,

- attending meetings on your boss's behalf,

- taking action points and writing minutes,

- preparing papers for meetings,

- planning and organising events,

- conducting research,,

- preparing presentations,

- managing and reviewing filing and office systems,

- sourcing and ordering outfits,

- managing projects,

* Worked with G.S entertainment as celebrity manager from 2012 to 2014
* Worked as a Event freelancer from 2010 to 2012.

Achievements:

* Won several prizes  in debate in school and college.
* Won Various  and medals for kabbadi.
* Head of the Cultural department for a span of 3 years.
* Head of the Department for my college fest (Emmorzeal) in 2011 & 2012.
* Graduate in classical dancing –Bharatanatyam.

  Languages Known :

* English
* Hindi
* Marathi
* Kanada
* Tulu

Hobbies/ Interest :

* Travelling
* Discovering new things
* Reading