***Nitin***

***Nitin.372576@2freemail.com***

 *Professional Summary*

*Highly energetic and detail-oriented Event Executive with a strong history of client satisfaction and successful event management across a variety of businesses. Adept multitasker able to address a high volume of event processes and concerns with accuracy and efficiency. Strong abilities to manage small and large event teams with facility and courtesy.*

*Core Qualifications*

* *Wide breadth of business-to-business event marketing experience*
* *Strong time management and organizational abilities*
* *Exceptional managerial and planning skills*
* *Superior oral and written communication skills*
* *Outstanding skills in fostering and sustaining productive working relationships*
* *High abilities in learning and using new technologies*

*Objective Statement – Joining a reputable group, where I can manage and execute all events by utilizing my creativity, 4 years experience and excellent management skills to ensure that the events reach their required goals.*

*Key Skills and Compentencies* ***-*** *Ability to work under pressure and meet tight deadlines. Very good interpersonal and presentational skills. Experience of organising conferences, weddings and banqueting events. Well presented, attention to detail and excellent time management skill.*

*Key achievements:*

* *Conducted research to identify new opportunities for bringing about innovation in events.*
* *Discussed specific requirements and expectations concerning the event with clients.*
* *Managed and developed a strategic plan of action to ensure that the cost of the event remains under the pre-determined budget.*
* *Searched and negotiated suitable venues or locations as per the requirement and budgetary constraints of client.*
* *Carried out all the functions as per legal guidelines and regulations.*
* *Worked on determining a suitable layout and theme for the event as per client’s specifications.*
* *Post event tasks, managing evaluation form analysis, thank you emails.*
* *Facilitated communication with professionals, including venue management, stand designers, caterers, contractors and equipment rentals to ensure efficient running of an event.*
* *Trained new and existing staff prior to the event so that all operations and duties were executed smoothly and as per clients’ guidelines.*

 *Personal Summary-**A highly competent, capable and resourceful events coordinator with good all round experience of event development, management and marketing. Self-motivated, enthusiastic and with a can-do positive attitude with a proven ability to ensure the smooth running of each event hosted. Experienced in budget management and hosting annual conferences, receptions and promotional events. Ability to keep a level head at all times and considers no job too big or too small.*

*Academic Qualification-*

*DEGREE YEAR UNIVERSITY SCHOOL/COLLEGE*

 *12th 2007 CBSE Kendriya Vidyalaya Paschim Vihar*

 *New Delhi*

 *10th 2005 CBSE Kendriya Vidyalaya Paschim Vihar*

 *New Delhi*

 *BBE 2010 Delhi University Dr Bhim Rao Ambedkar College*

*Work Experience-*

*Working as Event Freelancer from 2012 to till date*

*Worked in Fareportal India in Premium Customer service for Travel Process from Oct 13- Jan15 as Executive.*

*Working in BT India from Mar16 to till date in BT Mobile.*

*Software Knowledge:*

*Operating System: - MS Windows –98, MS, Windows XP.*

*Basic Software: - MS Word, PowerPoint.*

*Extra Co-Curricular Activities:*

* *National Prize Holder in Social Science Exhibition At School Level*
* *Participation in Group Dance at School Level.*
* *Participation in school cultural activities.*
* *Attended Trekking & Rafting Programme In Shiv Puri (Rishikesh, Hardwar) in 2003.*
* *Industrial Trip To Chandigarh-Kasauli From College In 2007*

*Hobbies:*

* *Playing Cricket*
* *Traveling*
* *Listening to Music*

*Personal Details:*

*Designation: Sr Manager Allahabad Bank*

*Date of Birth: March 2, 1990*

*Languages Know : Hindi, English and Rajasthani*

*The above Information, to the best of my knowledge is correct and true. No attempts have been made to falsify the details.*