**VARTIKA**

**Email:** **vartika.374297@2freemail.com**

**PROFILE SUMMARY:**

A well presented, highly personable and efficient event organizer with an ability to

work independently in a changing and multi-tasking environment with numerous and

Competing deadlines. Having a strong customer service orientation and delivery

focus and an active commitment to continuous improvement and quality standards.

Excellent communication skills and comfortable working in a fast paced, hands-on,

growth orientated work environment.

**CORE COMPETENCIES INCLUDE:**

* Excellent time management and organizational skills
* Enthusiastic and self-motivated
* Communication and customer handling skills

**WORK EXPERIENCE:**

* Worked in **Greycell Marcom Pvt Ltd (Noida)** as **Asst. Manager Client servicing**

(December 2011- December 2016)

* Worked in **Rachnoutsav Events Pvt Ltd (New Delhi & Hyderabad)** as **Client Servicing Officer**

 (July 2010 –Nov 2011)

**KEY PROJECTS HANDLED:**

**IN HYDERABAD:**

* + Off site Event for Future first
	+ Quintiles Inauguration Event
	+ Zensar Family Day
	+ Broadrige Company Day
	+ ADP Family Day
	+ Conference for Apollo Hospital Hyderabad
	+ Open Text Family Day
	+ Wedding of Tebriwals
	+ Wedding of Singhivi’s in **Udaipur**
	+ Manasi Sagar’s wedding Event

**NOIDA:**

* Samsung family day
* Asian paints promotional activity
* Promotional activity for ‘**Mere brother ki Dulahan** (**Mahagun Mall ,Ghaziabad**)
* Kids activities (EXL & CSC)
* Birthday, & engagement parties (15-A Club, Noida)
* Social event (Run for noida)
* Blood donation camps (noida)
* Seminars

**Exhibitions-**

* Winter Fiesta (Consumer Expo)
* Deeputsav (Consumer Expo)
* Property Expo (Pragati Maidan,New Delhi
* Property Expo (Toronto)

**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.
* 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.

**PROFESSIONAL QUALIFICATION:**

* 10 month **PGDAPR** (Post Graduation Diploma in Advertising and Public Relation) course from (NIA) NATIONAL INSTITUTE OF ADVERTISING, NOIDA in 2009-10
* Completed Post Graduation in **COMMUNICATION ART** from DDU GORAKHPUR UNIVERSITY GORAKHPUR in 2009.
* Completed Graduation in **HINDI AND VISUAL ART (COMMUNICATION ART**) from DDU GORAKHPUR UNIVERSITY GORAKHPUR in 2007.

**ACADEMIC QUALIFICATION:**

* Completed 12th from U.P.Board in the year 2004.
	+ Carmel Girls Inter College, Gorakhpur.
* Completed 10th from U.P.Board in the year 2002.
	+ Carmel Girls Inter College, Gorakhpur.

**ADDITIONAL INFORMATION /ACHIEVEMENTS:**

* 2006 –Art Exhibition – Pant Park Gorakhpur
* 2008 –Art Exhibition Collage - Pant Park Gorakhpur
* 2008-09-Weekly Art Exhibition - Auditorium, Civil Lines Gorakhpur
* 2009- Fine Art and Communication Art Exhibition - Amrita Kala Vithika, DDU Gorakhpur University Gorakhpur

**PERSONAL PROFILE:**

Nationality    : Indian

Marital Status : Married

Date of Birth : 16 May, 1986

Hobbies    : Painting, Travelling & Anchoring

Languages Known    : English & Hindi