

**JEETHESH**

**JEETHESH.371821@2freemail.com**

**Objective**

A motivated, results-focused professional, over 3 years of experience in Marketing, Operation Management, Event Management, administrative duties and seeking an opportunity to utilize skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth.

**Core Competencies**

**Business Development Operations Management Negotiation Employee communication Event Management Administration**

**Client Relationship Team Building Training & Development Risk Management Employee engagement Database Management**

**Vendor Management Marketing Strategies  Confidential Recordkeeping**

**Professional Experience**

* **Madhuban Graphics, Mangalore**

**Designation – Marketing Executive/Operations Supervisor**

**Duration – January 2014 – Till Date**

**Key Responsibilities-**

* Responsible for handling the entire spectrum of printing and advertising activities.
* Identified ways to increase sales of client products and services.
* Worked with clients to determine realistic marketing budgets.
* Managed customer relations efforts for each client.
* Developed and implemented strategic marketing plans and tracked results.
* Maintained close client communications while clearly defining marketing objectives.
* Provided support to the marketing manager and other key team players.
* Devised effective ways to increase client sales.
* Responded to client inquiries.
* Calling up customers and advising them of new promotions that the company has.

• Delivering new proposals and pitches to a wide range of clients.

• Reporting on the effectiveness of various marketing campaigns

 • Developing great client relationships that foster long term partnership and success.

• Establishing specific marketing briefs with clients from different sectors.

• Meeting with potential clients face to face to promote the company’s services.

* **FROLIX – the fun run.**

**Designation: Event Manager/Managing Partner**

**Duration: May 2011-till date**

**Key Responsibilities- Event Manager**

* Responsible for revenue generation and also encouraging repeat business.
* Working closely with exhibition organizers, stand designers and contractors.
* Developing, implementing and managing events.
* Organizing trade fairs, conferences, away days, product launches.
* Managing all group rooms and banqueting processes and procedures.
* Liaising with clients at a high level.
* Overseeing procurement of catering, audiovisual, security & rental needs.
* Managing relationships with sponsors.
* Preparing delegate packs and promotional material.
* Maintaining a calendar of events for effective long term planning & management.
* Supervising & coordinate the activities of personnel, subcontractors & vendors.
* In charge of accommodation, schedules, travel, day plans and registration procedures.
* 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.

**Educational Qualifications**

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| --- | --- | --- | --- |
|  | **Board/University** | **Yr. of Passing** | **Percentage** |
| MBA(HR & marketing) | KSOU | 2014 | 70% |
| B.B.M | Mangalore University | 2011 | 56% |
| HSC | Mangalore University | 2008 | 73% |
| SSC | Mangalore University | 2006 | 68% |

**ITSkills**

* Completed Computer Basic Course from NIIT Institute, Mangalore.
* Excellent MS- office operation skills for all MS Office Application
* Internet Usage skills

**Professional and other achievements**

* Appreciated for consistently achieving targets and recognized by clients for customer service satisfaction.
* Elected as the NSS Secretary of the college (in BBM 2ndyr.)
* Captain of cricket team in college.
* Event Organizer/ coordinator for inter-college events.
* Conducted several intercollegiate fests in college.
* Took part in state level Cultural competitions held at Mysore, Bidar, Bellary (in BBM) and won awards.
* As an extracurricular activity, dancing being my primary hobby, took part in several dance competitions, dance shows and I choreograph Dance, Mime Shows, Dramas, Mad ads too.

I hereby confirm that the information provided above is true to the best of my knowledge.