**Vandana**

**EVENT MANAGER**

[Vandana.377997@2freemail.com](mailto:Vandana.377997@2freemail.com)

C/o 971506425478

**O B J E C T I V E**

**P R O F E S S I O N A L S U M M A R Y**

Obtain a position that will enable use strong marketing background, interpersonal skills and managerial abilities for achieving the marketing goals in the best possible way.

A highly creative and results driven wedding planner with a high-energy background in a fast-paced wedding management arena. Possess over 4+ years of experience in charting out planning strategies and contributing towards increasing business volume. Skilled in handling pricing strategies, competitors, market analysis, new ideas roll out and targeted marketing. Expertise in planning , development and implementation of innovative destination weddings. Recognized as an effective communicator with strong analytical and organizational abilities. Outstanding written and verbal communication skills and superior presentation capabilities aimed at managing aesthetic weddings within designated budgets.

**TECHNICAL SKILLS**

**C O R E C O M P E T E N C I E S**

* **Photoshop**
* **Coral Draw**
* **MS Publisher**
* **Sketching**
* **illustration**
* Budgeting
* Media Relations
* Client Presentations
* Quality Assurance
* Supervision
* Sales techniques
* Multi task management
* Problem solving skills
* Effective communication
* Strategic Project Management
* Customer relationship management
* Bids solicitation
* Event Planning
* Event Execution
* Venue Management
* Team Management
* Competitive Awareness
* Costing

**P R O F E S S I O N A L E X P E R I E N C E**

**2015**

**To**

**Till date**

**Harthvi Events Wedding coordinator**

**Responsibilities**

**Key Accomplishments**

* Planned and executed a wedding event for 700 guests within three days of initial client contact.
* Stayed well within budget at most wedding events, allowing clients to save up a great deal.
* Successfully developed on-the-spot contingency plans during adverse weather conditions..
* Execute details for intimate to large weddings and manage a variety of tasks to ensure the perfect wedding day for clients and their families.
* Negotiate pricing and determine budgets with clients.
* Initiate wedding schedule mechanism to help team in organizing and timely targeting small chunks of the events.
* Secure a large scale and highly profitable wedding/ event planning contracts for the company.
* Meet clients, build rapport and develop wedding plans within required time frames.
* Develop and suggest various wedding themes to the clients.
* Coordinate wedding events with multiple vendors.
* Act as primary source of contact for entire wedding event.
* Make venue reservations and travel arrangements if needed.
* Ensure proper and timely decoration of the venue.
* Negotiate with caterers and other service providers on behalf of the client
* Brief cross-functional teams on food and beverage menus, procedures and event guidelines.
* Monitor client deposits and ensure final estimated payment was collected before the wedding event.

* Successfully completed many events a year from simple to extra- ordinary included weddings, receptions, corporate events, award ceremonies, birthday parties and baby showers.
* Accountable for staff development, budgeting and supply ordering by working closely with clients generating exceptional results, making each special event unforgettable.
* Partnered with the teams that handled all high profile and high security weddings.
* Maintained one of the most extensive professional networks in the wedding industry.
* Identified objectives and organized events from conception to completion for business, private and intimate events; developed/managed budgets accordingly.
* Recruited, interviewed, hired and trained staff to assist with projects.
* Carried out project management, budget development, venue & themes selection, creative designing, decided menus, video, sound, marketing materials, brochures, sponsorship letters, and invitations
* Handled event preplanning, logistics, décor, execution / implementation, event coordination, stall management, back office operations, backstage management and staff management for various ranges of projects.
* Exceeded client's expectations by delivering each event under budget while utilizing time management skills, multi-tasking and adhering to strict time constraints.
* Contracted negotiation and overseen event activities to ensure compliance and maintained 100% customer satisfaction.
* Saved clients average of 10-25% in expenses on each project.
* Reduced logistical expenditures by 15% resulting in a cost-savings of Rs 900,000.
* Streamlined meeting planning process resulting in a time-savings of 22% and achieving an error rate of < 1%.
* Reigned in a rollercoaster ride that involved handling a wedding event for 1000 guests in record time of 12 hours.

**Responsibilities**

**2013**

**To**

**2014**

**Freelance Event Planner**

**Key Accomplishments**

**P E R S O N A L I N F O R M A T I O N**

**E D U C A T I O N Q U A L I F I C A T I O N**

**2014**

**2015**

B.A advance

(Journalism and mass communication)

S.P University

Post Graduate Diploma in Aspect of Media,

Marketing and Event

National academy of event management & development

* Date of Birth :- 9th June, 1994
* Gender :- Female
* Nationality :- Indian
* Language Known :- English, Hindi, Gujarati.

**R E F E R E N C E S**

**Available on request.**