

SUMMARY

Results-driven event professional with expertise in client servicing, event production, and operations management. Skilled in coordinating logistics, managing vendor relations, and overseeing seamless event execution. Strong problem-solving abilities, attention to detail, and a proactive approach to handling on-ground operations

EDUCATION

CHM college
Bachelor's In Mass Media

Fr. Agnel college
HSC

Fatima High School
SSC

SKILLS

- Project Management
- Creativity
- Critical Thinking
- Attention to Detail
- Management Skills
- Microsoft Office
- Vendor Management
- Time Management
- Leadership & Teamwork
- Problem solving
- Client Servicing
- Logistics Management

PROFESSIONAL EXPERIENCE

Red Letter Day May 2024 - December 2024
Client Servicing, Production, Operations

- Led event production for corporate events, and private celebrations, ensuring seamless execution from concept to completion.
- Managed end-to-end event production, ensuring timely execution and adherence to client expectations.
- Coordinated with vendors, artists, and suppliers to manage logistics, secure bookings, and maintain quality standards.
- Monitored inventory and resource management, ensuring materials were procured and delivered on time.
- Managed on-site troubleshooting, resolving last-minute challenges to ensure smooth event flow.

The Vow Weavers June 2023 - February 2024
Operations & Client Servicing Intern

- Assisted in coordinating local and destination weddings, supporting logistics and vendor management.
- Handled venue inspections, vendor negotiations, and logistical planning to ensure smooth event operations.
- Developed creative solutions to enhance client experiences and event success.
- Gained hands-on experience in event planning, client interactions, and execution.

Dynamic Events March 2021 - July 2023

- Managed small wedding decor orders, ensuring timely and accurate fulfillment.
- Planned and executed detailed layouts for events, considering aesthetic and logistical aspects.
- Ensured a seamless process by coordinating with suppliers and vendors.
- Prioritized client preferences and budget constraints in the selection of decor elements.