**AARTHI BOMMARA**

**HYDERABAD, INDIA,500085 | +91 8374400842 | bommara.aarthi@gmail.com**

**Professional Summary**

* Ambitious, Professional Event manager with 2 years of experience in event management. Proven track record in providing excellent event planning services from conception to completion.
* Thrives in fast-paced environments and ensures all events run according to schedule and allocated budgets.
* Confident auditor successful at increasing monthly revenue using insightful marketing strategies and aggressive product development.
* Skilled at understanding customer and employee requests and meeting needs. Furthers success by strengthening staff training, streamlining internal systems and facilitating sales techniques.
* Detail-orientated adept at making critical decisions, managing deadlines and conducting team reviews with expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.
* Responsible and passionate about delivering outstanding quality and service.
* Customer-focused manager, successfully contributing to company profits by improving team efficiency and productivity. Skilled at effective negotiations and upselling techniques.
* Utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently.
* Productive employee with a proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

**EXPERIENCE**

Marketing and Social Media Associate 02/2022 to 04/2022

NAVODAYAN MATRIMONY Hanamakonda, India

* Managed complaints with calm, clear communication and problem-solving.
* Engaged with customers to better understand their needs and deliver excellent service.
* Actively listened to customers to fully understand requests and address concerns.
* Guided teams in product merchandising and inventory management.
* Met budget targets through responsible planning and resource allocation.
* Handled customer concerns and escalated major issues to the supervisor.
* Maintained clean, safe working environments to eliminate accident risks.
* Produced content for websites and social media channels to enhance brand visibility.
* Met schedule using excellent planning and coordination skills.

Intern 10/2021 to 12/2022

LUXURY ITALIAN BRANDS BY MYRIAM VOLTERARA MILAN , ITALY

* Helped formulate expenditure reports to submit to the manager.
* Maintained calendar and scheduled meetings and appointments to streamline operations.
* Segregated and labelled products to maintain an organised inventory.
* Participated in meetings and recorded minutes to maintain proper documentation.
* Researched the latest trends to keep abreast with new products and features.
* Handled phone calls and responded to emails on behalf of the staff, keeping senior members free to focus on larger issues.
* Collaborated with management and team members on end-to-end project needs, organizing materials, facilitating communication, and proofreading work.
* Established social media presence and monitored activity to increase followers.
* Composed surveys to obtain feedback from consumers.
* Sorted and distributed incoming mail to manage communication flow.
* Inputted key metrics on spreadsheets to maintain updated information.
* Executed administrative tasks under managerial supervision to optimize workflow.

Auditor 11/2021 to 11/2021

HCL ROME, ITALY

* Prepared audit reports highlighting issues, liaising with managerial staff, and presenting findings to resolve.
* Conducted audits of, verifying activities complied with procedures and policies.
* Identified potential problems and areas of risk and used initiative to proactively propose solutions.
* Designed audit programs and testing procedures for new audits based on business requirements.
* Evaluated the work of audit juniors for quality and compliance.
* Investigated financial statements to confirm compliance with generally accepted accounting principles and applicable laws.
* Created and maintained good-quality working papers covering control evaluation records, test summary sheets and system notes.
* Managed resources between multiple audits and submitted weekly reports to inform the group auditor of audit progress.
* Kept systematic checks on the company's spending to improve organizational efficiency.
* Assessed company records for improper accounting methods and other potential risks.

EVENT MANAGER 03/2017 to 05/2019

FREELANCER Hyderabad, India

* Coordinated logistics and deliverables, establishing optimal efficiency
* Produced event timelines, project outlines, briefs, and other planning materials for seamless communication between teams
* Developed a deep understanding of customer personas, segments and the trends that drive the industry, to develop content that resonates with the market
* Managed all pre-event planning, including organizing guest speakers and delegate packs, coordinated suppliers, handles client queries and troubleshot on the day of the event to ensure that all ran smoothly and to budget
* Maintained adherence to client-event requirements through effective delegation, prioritizing and management of all production phases, from concept to execution.
* Hired and trained staff for cross-functional assignments and ensured employee knowledge of specific procedures related to each event type.
* Formulated post-event reports to inform management regarding success metrics and performance of events.

**Core Qualifications**

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| --- | --- |
| * Project and event management * Time management * Photoshop * InDesign * Presentation skills * Social media handling * Sales and marketing strategy * Task analysis | * Analytical Mindset * Problem-solving * Team coordination * Microsoft office * Networking and communication * Critical observation * Customer service * Adaptable |

**EDUCATION**

FASHION: BRAND AND PRODUCT MANAGEMENT

POLITECNICO DI MILANO (MILANO FASHION INSTITUTE) MILAN, ITALY

Scholarship Recipient

Graduated with honours

BSC: COMPUTER SCIENCE

Kakatiya university HANMAKONDA, INDIA , India

Graduated with honours

**Languages**

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| **Telegu** : First Language | | |
| **English**: C1    Advanced |  | **Hindi**: C1    Advanced |
| **Italian**: A2    Elementary |