

# LOVE KUMAR

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## SUMMARY

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Completed BCA and currently pursuing MCA, with over 2 years of experience as an **Event Management Team Leader at BookMyShow**. Managed large event crowds, guided visitors, supervised ticket counters, and resolved queries to ensure smooth event operations. Also worked with Rostfrei Steels as an Accounting Assistant, handling invoices, maintaining records, and preparing reports in Excel. This mix of event leadership and accounting work has built strong skills in communication, problem-solving, and accurate data handling.

## SKILLS

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- **Event Coordination & Management:** Planned and executed events smoothly from start to finish.
- **Team Leadership:** Supervised and motivated a team to ensure high performance.
- **Crowd & Vendor Management:** Managed large crowds and coordinated with vendors like BCCI
- **Customer Service & Negotiation:** Resolved attendee queries and negotiated with clients/vendors.
- **Operational Planning:** Managed ticket counters, seating, and on-site logistics efficiently.
- **Technical Skills:** Advanced computer, MS Word, Excel, PowerPoint, Google Sheets, Canva, Email handling.

## EDUCATION

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**Masters of Computer Applications (MCA)**

Currently studying

*Maharishi Dayanand University (MDU) , Rohtak*

**Bachelor of Computer Applications (BCA)**

2022 - 2025

*IGNOU, New Delhi*

## Work Experience

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**Event Management Team Leader**

Feb 2023 – Nov 2024

*BookmyShow (BMS)*

- Planned and executed events from start to finish, ensuring smooth ticketing, seating arrangements, and on-site operations.
- Supervised and motivated a team of staff while efficiently managing large crowds and coordinating
- Handled attendee queries, negotiated with clients and vendors, and ensured clear communication among all stakeholders for successful event execution

**Accountant Assistant (Intern)**

July 2022 -Nov 2023

*Rostfrei Steels pvt ltd , Sec-37 Noida.*

- Handled routine data entry of invoices and daily expenses, ensuring accurate and up-to-date financial records.
- Managed hard copy account files systematically, ensuring proper handling, storage, and easy retrieval when needed.
- Supported office staff in maintaining records, filing documents, and keeping the workspace organized for smooth operations.

## INTRESTS

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Photography & Writing, Reading Teach-Blogs