



Zahra Somesar wala

EVENT MANAGER

EDUCATION

MLSU Udaipur - Persuing

Bach. Arts

CONTACT

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<https://www.linkedin.com/in/zahra-bohra-779294362/>

PROFILE

Astute and dedicated professional with over 4 years of hands-on experience in event management operations, including front office coordination and client engagement. Proven track record of delivering high-quality support to senior management, contributing to the seamless execution of events and the growth of operational efficiency. Adept at managing front-end communications, streamlining administrative workflows, and supporting cross-functional teams to enhance overall event success. Skilled in developing structured onboarding and support systems to elevate team performance and guest satisfaction.

LANGUAGES

Hindi - Native

English - Professional

WORK EXPERIENCE

Indigenous Events | Mar 2022 - Dec 2024


Front Office Manager

- Served as the primary point of contact for clients, vendors, and partners, ensuring all front-end communications reflected the company's professional image.
- Managed scheduling, call handling, and front desk operations during high-volume event planning seasons.
- Coordinated administrative functions including event bookings, vendor appointments, and internal meetings.
- Maintained and updated records of client inquiries, contracts, and event progress using CRM and event management software.
- Oversaw the front office team and trained new hires to deliver efficient, customer-focused service.
- Verified and processed event-related documentation such as permits, contracts, and payment records.
- Provided real-time support to the operations and planning teams, bridging client expectations with on-ground execution.
- Played a key role in managing guest lists, RSVP tracking, and on-site welcome desks for major events.
- Ensured seamless communication between departments to meet event timelines and deliverables.
- Took initiative to resolve last-minute changes or challenges with professionalism and composure.


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Book My Planner | Dec 2024 - Mar 2025

Founder & Event Director

- Launched and managed a boutique event planning company, overseeing all operations from client acquisition to event execution.
- Designed customized event packages and curated vendor partnerships to meet a wide range of client budgets and creative visions.
- Handled end-to-end coordination including venue scouting, logistics, décor planning, and on-site management.
- Built a reliable vendor network and maintained strong professional relationships to ensure consistent service quality.
- Led marketing initiatives through social media and word-of-mouth strategies, securing multiple high-profile bookings in a short span.
- Streamlined event workflows, digital bookings, and communication channels to offer a seamless client experience.
- Personally conducted client consultations, budget planning, and contract negotiations to maintain transparency and trust.
- Hired and managed freelance staff including decorators, caterers, and coordinators depending on project needs.
- Maintained financial records, managed invoicing, and ensured profitability while maintaining client satisfaction.
- Demonstrated a high level of adaptability and innovation in managing events ranging from intimate gatherings to large-scale functions.