

Kajal Motwani

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Career Objective

To seek an assignment with a reputed organization, which offers an adequate platform for growth and at the same time continuously challenges my abilities and skills to ensure excellence.

Professional Synopsis

- Proficient in understanding client's requirement
- Good at Management & Coordination of resources
- Can identify the problem and provide a solution to the problem very quickly

Professional Experience

DeCasa Decor & Events

Ahmedabad, Gujarat, India

DIRECTOR (EVENT PLANNER)

July 2021 - Present

- Understanding the needs of the clients & delivering timely results according to their requirements.
- Hand-on experience of coordinating with vendors, which includes accommodation & transportation, catering, signage, displays, special needs requirements, printing & event security.
- Maintaining financial records for all the events.
- Monitored event activities to ensure compliance with applicable law and regulations, & provided quick resolutions.
- Collected client feedback & made changes to extend customer satisfaction.
- Ideation & Conceptualization of new event ideas on regular basis.

Key Achievements:

- Planned & Executed 75+ events in a year
- Generated Revenue of Rs. 15-20 lakhs in a year
- Executed Valentine's Day Event for over 200 people at YMCA club
- Established & curated strategic partnership with vendors for events
- Collaborated with Hotel Taj Skyline, Ahmedabad for various events
- Managed an event for Cricketer's family (name is confidential)

Rajavir Clothing Brand

Ahmedabad, Gujarat, India

MARKET RESEARCHER AND RESOURCE MANAGER

July 2015 - March 2020

- Responsible for designing product catalogues & giving feedback on the same
- Analysed the market trends and made sample purchases accordingly
- Coordinating with the wholesale dealers and agents
- Managed resources & assigned daily responsibilities to team members

Education

Som-Lalit Institute of Business Management

7.62 (CGPA)

MBA in Finance

2015

S.M. Patel Institute

67 %

Bachelor of Commerce

2011

St. Kabir School

77 %

HSC

2008

St. Kabir School

83 %

SSC

2006

Skills

- Team Management
- Leadership Skills
- MS PowerPOint
- Management Skills
- MS Excel
- Accounting

Personal Interest

Date of Birth: **16th August, 1990**

Sex: **Female**

Marital Status: **Married**

Languages Known: **English, Hindi, Gujarati and Sindhi**

Hobbies: **Craftwork**

Travel

Event styling