**Arpan Sinha Address*: 5/15 A****, Vasant vihar Colony, Ujjain(M.P.)*

*Events Coordinator (ATL & BTL Activities)*

***E-mail****: arpansinhaujn@gmail.com*

***Mob:*** *+91-9755811379*

**Personal Summary**

**Father’s Name** Mr. Brajendra Kumar Sinha

**Date of Birth**  17/12/1991

**Gender**  Male

**Nationality**  Indian

**Marital Status**  Married

**Language Known** Hindi , English & Bhojpuri

A highly competent, capable and resourceful events coordinator, effective Brand building through unique advertising campaigns and promotional strategies with good all round experience of event development, management and marketing. Self-motivated, social, enthusiastic and with a can-do positive attitude with a proven ability to ensure the smooth running of each event. Hosted annual conferences, receptions and brand making promotional events. Ability to keep a level head at all times and considers no job too big or too small.

I’m passionate about Cricket and played with Ujjain Divisional Cricket Association in Senior divisional team as an all-rounder player. It helps me to remain fit and I learn how to overcome challenges in easy way.

Looking for a career advancement opportunity with a company/organization that allows me to further develop my potential.

**Educational details**

High School(10th) studied from U.P Board

Higher Secondary(12th) studied from M.P Board

BBA studied from AISECT University, Bhopal, M.P

**Hands-on Experience**

* Developing, organizing, planning and promoting a range of events.
* Reviewing and sourcing the locations where the event is to be held.
* Preparing and managing budgets for the event.
* Ensuring adequate staff are available for the event.
* Post event tasks, managing evaluation form analysis, thank you emails
* Identifying opportunities to up sell .
* Taking provisional bookings & obtaining written confirmation.
* Assisting with direct marketing initiatives and promotional activities
* Conducting a follow up analysis of events.
* Maintaining an inventory of facility & equipment used.
* Building good client and sponsor relationships.
* Sending out accurate client contracts and ensuring they are signed & returned within appropriate deadlines

**Key skills & Competency**

* Good grip on speaking English & Hindi.
* Ability to work under pressure and meet tight deadlines.
* Very good interpersonal and presentational skills.
* Experience of organizing conferences, seminars.
* Well presented, attention to detail and excellent time management skill.

**Promotional Activities & Events organized**

* Dell laptops & pc- promotional , branding activity all over mp-cg for 6 months
* Google ([hwgo.com](http://hwgo.com/" \t "_blank))- website promotion event
* SKF india- training activity of workers at corporate office Pune for 2 months
* Idemitsu & Suzuki combo event brand promotional activity for 3 months
* Mahindra two wheelers branding and promotional activity at Maharashtra
* ITC limited promotional activity
* Dish tv d2h- rally activity
* Godrej product launching activity at MP CG
* Yamaha two wheelers- carnival event
* Ceat tyres branding & promotional activity MP
* Indus health- activity on no smoking day
* Reliance digital brand promotional activity allover MP CG
* IIM indore- convocation event 2016
* Tata school activity- essay competition in more than 500 schools MP
* Tata school activity- essay competition in more than 200 schools
* Radico khaitan, Mansion house whisky promotional activity
* Signet group (sourabh shaktiman pump) promotional event
* CRI pumps- road shows and promotional activity

and many more…..

