

# RIZVAN BILAKHIYA

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Operations Manager, counselor

rizbilakhiya@gmail.com



60/2,Sector-25 Gandhinagar Gujarat



## SUMMARY

Highly motivated and professional with over 10 years of experience providing high-level support to senior executives. Proficient in managing operations events, handling confidential documents, and communicating with internal and external Team. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Government Commerce College (Gujarat University)

Bachelor of Commerce.  
2007 – 2011

### Aradhana Vidhya Vihar (Gujarat Board)

Higher Secondary School Certificate  
2006 – 2007

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- CCC Have Passed Examination of DOEACC Course on Computer Concepts with "B" Grade
- Tally ERP 9 successfully underwent a training Program in 'Certificate Course in Computerized Accounting with "C" Grade. From NSIC (NATIONAL SMALL INDUSTRIES CORPORATION)

## PROFESSIONAL EXPERIENCE

### Event Operations Manager

Zagmag Decorators | oct 2019- Present

- Planning and Strategy Development
- Client Interaction and Relationship Management
- Vendor and Supplier Coordination
- Event Execution and Logistics
- Financial Management
- Accounts

### Client Coordinator

Verifacts service privet ltd | Sept 2018- July 2019

- Collect relevant personal and professional information from individuals undergoing background checks, such as resumes, employment history, education credentials, and references.
- Verify the accuracy and authenticity of provided information by conducting research, contacting educational institutions, previous employers, and references
- Ensure compliance with legal and privacy regulations regarding the collection and handling of personal information.

### Administration /Councillor

Navgujarat Law College | April 2017 - April 2018

- Oversee the development, implementation, and assessment of academic programs. This includes curriculum planning, course scheduling, and ensuring compliance with educational standards.
- Managing student services such as admissions, registration, financial aid, and student counseling. Your role involves creating and implementing policies and procedures to support student success and well-being.
- Involved in collecting and analyzing data to assess institutional effectiveness and student outcomes. This information helps in decision-making, program improvement, and accreditation processes.

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## **Event Operations officer**

Zagmag Decorators | Jan 2012 - Mar 2017

- Collaborate with clients or stakeholders to understand their event objectives, budget, and requirements. Develop event plans, timelines, and budgets, considering logistics, resources, and timelines.
- Research, evaluate, and secure suitable event venues based on client requirements. Coordinate with venue staff for logistical arrangements, including setup, seating, decor, audiovisual equipment, and other necessary facilities.
- Identify and engage external vendors such as caterers, audiovisual technicians, transportation services, security personnel, and others as required. Negotiate contracts, oversee vendor deliverables, and ensure timely payments.