

Contact

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Expertise Events

- Birthday parties
- Opening ceremonies
- School /college day

Core Competencies

- Planning
- Budgeting
- Vendor assigning
- Co ordinating
- Advertising
- Marketing
- Prioritization

Software skills

- Basics of computer
- M.S Office
- Internet usage

Professional objective

To make optimum utilization of my knowledge and skills utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self

Academic qualification

- Bachelor of Civil Engineering from Vickram College of Engineering, Madurai
- Diploma in Civil engineering from AGP college,Sivakasi
- SSLC from St' Mary's higher secondary school.Vickramasingapuram.

Experience

- Worked as Marketing executive/ Event coordinator in Events4rsure.com, Coimbatore from January 2017 to March 2018
- Worked as Marketing executive in Mark1 events, Coimbatore from April 2018 to September 2018
- Worked as Marketing executive/ Event coordinator in 2B Entertainment, Coimbatore from November 2018 to August 2019

Job Description

- Coordinate the smooth functioning of the event in terms of quality, time, cost.
- Arranging the requirement of vendors, Promoters,Emcee,DJ &etc to event,
- Conversant with client, management and vendors,
- Supervision of the working labour to ensure strict conformance to methods, quality and safety.
- Attending the client meeting regarding the status of event activities
- Promoting the company and offering the new events
- Preparation of daily, weekly, monthly reports on work process and maintaining records
- Monitoring the activities about our events and other events for marketing
- Responsible for reporting to management about all activities.

Declaration

I hereby declare that the above information is true to the best of my knowledge.

Place : Madurai

Yours faithfully

Date : 29/12/19

P.Inbasarathi