

# Sresth Gaikwad

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## Summary

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I would like to describe myself as a dynamic and results-driven manager with over 9 years of extensive experience in leadership roles within the Education and Conference industries. Skilled in team development, strategic planning, and fostering collaborative relationships with stakeholders at all levels. Adept at implementing innovative solutions to streamline processes and enhance organizational efficiency. Always seeking to leverage strong leadership acumen and industry expertise in a challenging managerial role.

## SKILLS

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**HR & Administration:** Operations Management, Leadership, Motivation, Recruitment, Microsoft Tools, Manpower Allocation, Coordination, Public Relations, On-site Management, Talent Acquisition, Time Management, Human-Resource Management, Project Coordination, Event Management.

**Marketing:** Digital marketing, Social Media Management, Corporate Communications, Event Marketing, E-mail Campaigns, Maintaining Website, Designing E-shots, Increasing website traffic, Enhancing online visibility, Brand & Content Management.

## EXPERIENCE

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### ST. PAUL'S MODERN SCHOOL

Manager

BOKARO THERMAL, INDIA

August 2019 till date

- Recruited and managed staff; handled problem-solving and organizational tasks.
- Increased the productivity of the Faculty with Skill building trainings.
- Guided the Management in administrative matters.
- Increased the learning curve in students by 30% for better understand and results.

### ST. PAUL'S MODERN SCHOOL

Assistant Manager

BOKARO THERMAL, INDIA

April 2019 - July 2019

- Assisted the Director in administrative tasks and staff supervision.
- Managed problem-solving and organizational needs.

### ST. PAUL'S MODERN SCHOOL

Office Superintendent

BOKARO THERMAL, INDIA

April 2017 - March 2019

- Assisted the Director in administrative matters and staff supervision.
- Managed recruitment, problem-solving, and organizational tasks.

### FLEMING.

Event Coordinator – International

PUNE, INDIA

May 2015 - December 2015

- Coordinated International events, managed communications with speakers, sponsors, and delegates.
- Organized logistics including travel and accommodations, supervised on-site operations.

### FLEMING.

Marketing Executive – National & International

PUNE, INDIA

October 2013 - April 2015

- Developed and executed integrated marketing strategies for events.
- Achieved an increase in revenue by 40% for Healthcare India Summit.
- Managed sponsor, exhibitor, and delegate campaigns, conducted detailed response analysis.

### FLEMING.

Research Executive

PUNE, INDIA

August 2013 - September 2013

- Assisted in research projects, updated databases, and verified data accuracy.

I have also worked in *UMS – Bloomberg* during January 2016 – April 2016.

## EDUCATION

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### MBA – HR

MSMS, Pune University

PUNE, INDIA

August 2011 to October 2013

### BSCHMCTT (Front Office)

HIHT, Punjab Technical University

AGRA, INDIA

April 2007 to October 2010

## CERTIFICATIONS

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- Executive Program in Digital Marketing – IIM Raipur

## ADDITIONAL INFORMATION

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- Was awarded Most Promising Newcomer at Fleming
- Awarded the Best Summer Internship Project in MBA - HR
- Conducted a survey on Employee Satisfaction in DVC, Bokaro Thermal – (2 Months)
- Winner of Innovative Marketing Mastermind at MSMS, Pune
- Awarded as Mr Personality at MSMS, Pune
- Student Coordinator for Goa Industrial Visit at MSMS, Pune
- Got Second Rank in college (HIHT) and won Scholarship for Industrial Training at Hotel Shiv Vilas, Jaipur (6 months)

## EXTRA-CURRICULAR ACTIVITIES

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- Organizing and Anchoring Events
- Playing Electric & Acoustic guitar, Leading Choir
- Motivational speaker

## PERSONAL DETAILS

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- Gender: Male
- Language Proficiency: English, Hindi