

SANA ZAFAR

Event Management Professional



7678624320



Shalimar, Delhi



sanazafar1818@gmail.com

EDUCATION

2019

High School | RPVV

Science Stream

2019 - 22

College | Bharati College, DU

B.A Hons in Journalism

Currently Pursuing Masters in

BAJMC

SKILLS & TOOLS

Canva



Event Planning



Content Creation



SEO



Google Analytics



As a full-service Event planner, I excel in overseeing all aspects of wedding planning from start to finish. This includes initial consultations, venue selection, vendor negotiations, budget management, timeline creation, and on-the-day coordination to ensure seamless execution and client satisfaction.

WORK EXPERIENCE

2023-2024

Xeel Events

- Led end-to-end wedding planning processes, from initial client meetings to event execution.
- Collaborated closely with clients to understand and execute their wedding vision within budget.
- Managed venue selection, vendor negotiations, and contract agreements.
- Supervised Hospitality & logistics to ensure seamless operations.
- Designed and implemented creative decor and thematic elements tailored to client preferences.
- Provided on-site management during weddings to oversee setup, vendor coordination, and guest experience.
- Maintained regular communication with clients, addressing inquiries and ensuring satisfaction.
- Worked in Corporate events for Companies like Times of India, Swasti, CMS, G-20 Amrita Hospital etc.

WORK EXPERIENCE

2021

NewsLaundry

- Managed NewsLaundry's Instagram Page Account.
- Designing Creative Thumbnails & Writing Content for their posts.
- Transcription Writing
- Helped Edit their Weekly Podcasts.

INTERNSHIPS

Sep-Oct 2022

Ripple Events

- Creating Moodboards with New Decor ideas
- Handling Team Coordination
- Client Management
- Excel Handling

Oct-Feb 2021

Xeel Events

- Social Media Content Creation
- Panel Venue Management
- Overseeing Decor Arrangements
- Sourcing Event Materials & Props
- Client Meetings
- Designing Itineraries, Invites for weddings

ACHIEVEMENTS

2019-2020

Student Union of Bharati College

Head Coordinator

- College Events Execution & Management
- Bringing Sponsors for College fests

2021

NDTV | Election Coordinator

- Handled Election specific work during Bihar Elections 2020.

2022

A Little Extra (Influencer on Instagram)

Event Head

- Managed all Hospitality, Logistics team for her Wedding.
- Executed her Wedding