Urmila Chandigarh

Objective statement

Being the focal point in arranging special events and executing such events in the most successful way for reaching marketing goals and promotional objectives of the business organization.

Skills

|  |  |
| --- | --- |
| * Goal oriented * Creative * Multi-task | * Time management * Verbal communication * Self-motivated |

Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXAMINATION APPEARED | YEAR OF PASSING | NO. OF ATTEMPTS | NAME OF INSTITUTE | NAME OF UNIVERSITY | % MARKS | REMARKS |
| H.S.C | 2013 | 01 | ANANDIBAI DAMODAR VIDYALAYA | MAHARASHTRA STATE BOARD | 68.40 | FIRST  CLASS |
| 1st YEAR  BMM | 2014 | 01 | KES SHROFF COLLEGE | UNIVERSITY OF MUMBAI | 61.83 | FIRST  CLASS |
| 2nd YEAR  BMM | 2015 | 01 | KES SHROFF COLLEGE | UNIVERSITY OF MUMBAI | 64.60 | FIRST  CLASS |
| 3rd YEAR  BMM | 2016 | 01 | KES SHROFF COLLEGE | UNIVERSITY OF MUMBAI | 67.55 | FIRST  CLASS |
| DIPLOMA IN EVENT MANAGEMENT | 2015 | 01 | NAEMD | BHARATHIAR UNIVERSITY | 57.40 | FIRST  CLASS |

Technology

|  |
| --- |
| MS Office (Word, Access, Excel, Power Point), INTERNET and social networks |

Professional Experience

FREELANCING CAREER

EXHIBITION:

* BODY POWER EXPO

Job Description: Stall Management

AUDITIONS

* GAURAV MAHARASHTRACHA AUDITIONS

Job Description: Crowd Management

* SA RE GA MA PA LIL CHAMP’S AUDITION

Job Description: Contestant Management

DESTINATION WEDDING

* **Company name:** Orra Pvt Ltd

**Place:** Sanchore

**Job description:** Logistic

**Company name:** Impresario Event Management

**place:** Goa

**Job description:** Hospitality

**ONBOARD**

**Company Name:** 1Pixel Designs

**Designation:** Client Servicing Executive

**Experience:** 6 Months

**Job Responsibilities:**

Quotation creation

Invoice creation.

Data gathering from client.

Coordination between Project Managers and clients.

Coordination between Designer/Developer and clients.

Follow-up for quote sent, payment.

Quality Check of Websites / Apps / Software’s.

CMS training to Client at His/her Office.

Daily Reporting/MIS Reports.

Projects entry on CRM software.

Vendor Management/coordination.

Managing appointments/Task for directors.

Managing online enquiries, calling, understanding requirement, sending questionnaire, proposal etc

Sending e-mailers.

Cross/Up Selling to existing clients.

Social media leads generation & management

**Company Name:** Fruitbowl Digital

**Designation:** Client Servicing Executive

**Experience:** Working

**Job Responsibilities:**

Going for brands first brief.

Sharing sitemap & wireframe after meeting.

Layouts approval & development.

Assigning task to developers.

Attending meetings for websites.

Data gathering from client.

Coordination between Project Managers and clients.

Coordination between Designer/Developer and clients.

Follow-up for quote sent, payment.

Quality Check of Websites.

Daily Reporting/MIS Reports.

Accounts entry on software.

Projects entry on CRM software.

Vendor Management/coordination.

*Calling* to clients & understanding requirements.

Cross/Up Selling to existing clients.

PERSONAL DETAILS

**Date of Birth:** 20th Nov 1994

**Nationality:** Indian

**Residential address:**

A/304, Adiraj building no.2,

Nile more goan, nagar palika rd,

Nallasopara (w).

Thane- 401203

**Contact no.:**  8108493333

**Email.:**[urshitachhatbar80@gmail.com](mailto:urshitachhatbar80@gmail.com)

**Marital status .:** single

**Language known :**  English, Hindi, Gujarati, Marathi.