

ZAINAB A KALKOTI

ASSISTANT PROJECT MANAGER

SUMMARY

Aspiring Electronics & Communication Engineering student at New Horizon College with a strong foundation in analysis and collaboration. Eager to leverage my academic projects and prior experience in learning solutions and team dynamics to contribute to an innovative engineering environment. Passionate about technology and fostering inclusivity.

WORK EXPERIENCE

Event Manager, Page3 Entertainments | June 2019 – December 2020

As an Event Manager at Page3 Entertainments in Hyderabad, I orchestrated diverse events with meticulous planning, budget management, and client coordination. I excelled in vendor collaboration, logistics, and on-site operations, honing my creativity, problem-solving, and communication skills to deliver memorable events that exceeded client expectations and upheld Page3's excellence.

Assistant Project Manager, Pink Pagdi | January 2024 – April 2024

As an assistant project manager in wedding planning, I support the project manager in coordinating logistics, liaising with clients and vendors, managing budgets and timelines, and ensuring the smooth execution of weddings. With meticulous attention to detail and strong organizational skills, I contribute to successful event planning and client satisfaction.

EDUCATION

**Electronics and Communications, New
Horizon College of Engg & Technology**

SKILLS

- Strong Organizational & Time Management
- Google sheets, Google docs
- Content writing
- Leadership
- Microsoft
- Data Visualization
- Problem solving
- Verbal & Written Communication


PROJECTS


- Voice controlled wheelchair using IOT
- Automatic rain-sensing car wiper
- Comparison of QAM and QPSK-based OFDM technique
- Doorbell activated by IR sensor
- Waste Segregation


CERTIFICATIONS

- Human Resource Management- edX. 2022
- Quantitative aptitude basics - Udemy 2021
- Personality Development Workshop - 2019
- Brand Management – London Business School
- Fundamentals of Digital Marketing - Google Digital workshop.
- Digital marketing educational program.
- Ultimate Guide to content marketing.
- New generation entrepreneurial opportunities and challenges.

CONTACT

 +91 6362134 213

 xynabkalkoti@gmail.com

 Bengaluru, Karnataka, India

 [LinkedIn](#)