



Contact me:

📞 [+919697777762](tel:+919697777762)

🌐 [Kashish Jethwani](https://www.linkedin.com/in/KashishJethwani)

✉️ jethwani.kashish36@gmail.com

Skills:

- Event Management
- Project Management
- Team Management
- Quality Management
- Corporate Communications

KASHISH JETHWANI

Operations Manager

Raipur, Chhattisgarh, India

About me:

Enthusiastic and reliable professional with a strong background in operations, event production, and project management. Proven ability to lead cross-functional teams, streamline processes, and deliver exceptional results in high-pressure environments. Seeking a challenging role in Operations to contribute to organizational success while pursuing growth opportunities.

Experience:

Event Operations Manager

BioSymposiums | March 2024 - November 2024 (Contract)

- Oversaw operational planning and execution for the **Cancer Immunotherapy and Oncology event** in Mumbai.
- Secured keynote speakers and panelists, increasing event appeal and boosting ticket sales.
- Contributed to revenue growth by identifying and securing sponsorships, ensuring financial success for the event.
- Developed and monitored detailed event budgets, optimizing resource allocation and maintaining profitability.
- Directed on-site operations, ensuring seamless coordination, enhancing attendee satisfaction, and driving repeat business.

Event Operations Coordinator

Biogate Scientific Center | February 2023 – January 2024

- Directed operational workflows for international academic and industrial conferences.
- Conducted feasibility analysis for conference topics and managed end-to-end logistics.
- Partnered with marketing and sales teams to support sponsorship opportunities and oversee financial management.
- Evaluated post-event performance to enhance operational efficiency for future events.

Event Operations Lead

BINA | August 2022 – March 2023

- Directed operational strategy and execution for major conferences across Europe:
 - 15th Annual ICEM Summit, Berlin (Sept 2022).
 - 16th Annual ICEM Summit, Amsterdam (Nov 2023).
 - 11th Annual ECI Summit, Frankfurt (May 2023).
- Spearheaded revenue generation by identifying high-value sponsorship opportunities and collaborating with the sales team to secure partnerships.
- Increased event profitability by optimizing budget allocations and negotiating cost-effective contracts with vendors.
- Led the acquisition of senior-level stakeholders and decision-makers, boosting event credibility and ticket sales.

Event Operations Associate
BINA | April 2022 – July 2022

- Designed operational workflows to enhance the efficiency of conference production processes.
- Contributed to revenue growth by assisting in creating targeted marketing content that increased event attendance and sponsor interest.
- Conducted market research to identify industry trends, aligning event themes with profitable market opportunities.

Validation Expert (Operations)
Apna | April 2021 – March 2022

- Ensured compliance with SLAs by validating job postings for SMBs within tight timelines.
- Reviewed and verified documentation, maintaining operational quality and efficiency.
- Supervised team operations in the absence of the team leader.

Education:

Bachelor of Commerce (BCom), Business/Commerce
ITM University, Raipur | June 2018 – May 2021

Post Graduate Program in Project Management
Henry Harvin

Certifications:

Lean Six Sigma Green Belt | Henry Harvin (
Certificate No. 5032/IND/6054)