

Subham Sharma

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SUMMARY

Organized Event Coordinator ,experience overseeing and coordinating various events. Well-versed in booking venues and arranging speakers, negotiating terms and conditions and hiring personnel to manage operations of events. Versatile and outgoing professional possessing strong networking abilities paired with in-depth knowledge of hospitality management procedures. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Logistics Management
- Social Media Promotion
- Catering Coordination
- Special events planning
- Cost estimating
- Sales contract management
- Expense Tracking
- Social Media Management
- Business Growth
- Time Management
- Pricing negotiation
- Staff Management
- Digital Marketing
- Client Relationship Development
- Records Management
- Vendor Relationship Management
- Events planning trends

EXPERIENCE

Festival Coordinator, Chandigarh university , April 2024-May 2024

Chandigarh

- Planned and coordinated festival logistics, including scheduling, budgeting, staffing, and security.
- Developed promotional materials to market the event and generate attendance.
- Coordinated with vendors to ensure proper setup of booths and displays.
- Managing the crowd for best experience.
- Supervised volunteers throughout the duration of the event.
- Organized transportation for performers and staff members.
- Ensured safety protocols were implemented to protect attendees and performers.
- Maintained communication between all parties involved in the planning process.
- Provided support for audio and visual technicians as needed.
- Handled customer inquiries via phone or email regarding tickets, parking.
- Reviewed contracts with artists and performers prior to their performance times.
- Ensured compliance with local laws related to alcohol service at venues hosting live music performances.
- Coordinated vendors, timelines and budgets for events.

Performing Artist, Private event, November 2023-November 2023

Chandigarh

- Maintained an up-to-date knowledge of current trends in theatre and performance art.
- Provided support for other cast members during production runs.
- Organized props, costumes and sets for each performance according to the director's instructions.
- Managed backstage activities such as setting up instruments, adjusting lighting, managing sound levels and ensuring safety protocols were followed.
- Engaged audiences with crowd participation activities such as call-and-response songs or reciting lines from popular plays.
- Utilized various physical gestures such as facial expressions, body language and movement patterns to convey emotions effectively on stage.
- Coordinated with other performers to ensure smooth transitions between acts.
- Learned acting, dancing and other skills required for dramatic roles.
- Adapted performances based on audience reactions while maintaining a professional demeanor at all times.

EDUCATION AND TRAINING

B.COM

Punjab University , Chandigarh August 2020

- Graduated with b.com degree and currently perusing MBA in marketing

LANGUAGES

Hindi: First Language

English:

B2

Upper Intermediate