 **PERSONAL INFORMATION**

**Nitin dhawan**

**Address :** 10/2k new govind pura delhi 110051

**Mobile :** 9910446160

**Email ID** :[Nitindhawan67@gmail.com](mailto:Nitindhawan67@gmail.com)

**Date of Birth** : 7/10/1997

**Marital Status** : Single

**Nationality** : Indian Known Languages **Languages** : English,Hindi

**CAREER OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

**PROFESSIONAL EXPERIENCE**

**05/2016 – 11/ 2017** **Freelancer**

EVENT MANAGEMENT

**Job Role and Responsibilities**

* Provide manpower in events and exhibitions.
* Handling all event activities and crowd management ,registration management Work.
* Cordinate with Delegates for the conferences.
* Handling all operation work in events and promotion activities.
* the planning and execution of the event, but also brand building, marketing and communication strategy.

**01/2018 – 12/2018 Event Manager**

SAINI EVENTZ SOLUTIONS LTD

**Job Role and Responsibilities**

* Handling all registration desk and Delegate desk in Exhibitions.
* Provide all IT solutions to exhibitions and coordinating manpower in events.
* Responsibility of coordinating all the logistics involved in making the event work to the clients satisfaction.
* Handling all operations and branding activities in events.

**01/2019– 10/2019 Area Sales Officer**

MANAN OVERSEAS PVT LTD (Roop Mahal Rice)

**Job Role and Responsibilities**

* Develop and manage efficient distribution networks for Rice sales
* Collecting customer and market feedback and reporting the same to the organization and managing the cost.
* Competition tracking & making proactive plans to counter the new entrants
* Track record of regular customers and Take appoints and schedule Meeting with the potential clients.

**12/2019–06/2020 AADM**

MAX LIFE INSURANCE

**Job Role and Responsibilities**

* Planning and target setting for the agent sales team
* Formulating sales strategies for different products and achieving targets

Sales

* Recruitment and management of agency channel team members
* Training, motivating and development of team members

**EDUCATION**

**IIMT COLLEGE OF MANAGEMENT ,GR NOIDA (2018)**

Bachelor of Business administration with 60%

Moden public school

|  |  |
| --- | --- |
| 12th with 60% (2015) | |
| 10th with 5.4 CGPA (2013) | |
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**ACTIVITIES**

* Work with IEML staff in Greater Noida Indian Exposition Mart as Assistant Floor Manager in 2017, Assistant Head of Operation in 2018 at the time of Delhi Fair
* Volunteering in Indian Art Fair 2018
* Promoting Google Pixel in Google Conference 2018
* Experience of Wedding, Corporate events & Exhibitions

**CERTIFICATIONS**

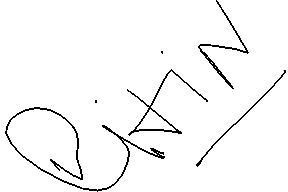
* Max Skill First Certification 2020 in Recruitment and Sales.
* The fundamentals of Digital Marketing by Google.
* APAC Investment Banking Virtual Reality Intern by InsideSherpa.

**PERSONAL STRENGTHS**

* Highly motivated to learn new technologies.
* Like to accept challenges & responsibilities.
* Quick learning ability along with Punctuality and Integrity.

**DECLARATION**

I declare that all the information about me mentioned above is true to my knowledge.

**DATE: PLACE: NEW DELHI**

