

# Kush Manocha

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## Career Objective

*Creative and energetic event manager offering ten years' experience working in fast pace environments where professional organizational skills are required to handle staff, event set-up, customers, contractors, budgeting, photography and financial aspects of special events.*

Core competencies include:

- *Excellent time management and organizational skills*
- *Enthusiastic and self-motivated*
- *Communication and people handling skills*

## Education

### ➤ **Bachelor in Management Studies – Marketing**

*Bhartiya Vidya Bhavans College (Mumbai, 2007 - 2008)*

Secured a First Class in the T.Y.BMS examination from *Bhartiya Vidya Bhavans College*.

### ➤ **Post-Graduate Diploma in Event Management**

*National Institute of Event Management (Mumbai, 2008 - 2009)*

Secured a First Class in the examination from *National Institute of Event Management*.

A year diploma specializing in the domain of event management and public relations.

### ➤ **Diploma in Digital Studio Portraits & Event Photography**

*Shari Academy (Mumbai, 2012)*

*Mastered in Photography and Lights.*

## Summary of qualifications

- Served as an event coordinator for many years in different private organizations and coordinated number of different events.
- Able to manage the things in a very proper way to ensure smooth and productive functioning of any project or activity within time and limited resources.
- Able to instruct others to arrange activities.
- Provided training to the subordinates to plan and work productively.
- Always praised by the employers for best coordination.
- Calculated figures, such as labor and materials amounts, manufacturing costs, and wages, using pricing schedules, adding machine, and calculator.
- Examined documents, materials, and products, and monitored work processes for completeness, accuracy, and conformance to standards and specifications
- Provided services demanded by the clients and sponsors.
- Mastered in Event Video and Photography technologies.

## PERSONAL INFORMATION

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Date of birth: August 18, 1984

Marital Status: Married

## Professional Experience

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### **Magic Bus India Foundation**

### **Sr. Manager Events & HNI**

October 2013 – till date

- Managing all aspects in planning and executing of in house and external events.
- Required to maintain detail oriented, thorough in their approach and able to manage multiple tasks.
- Meetings with clients, entertainers, performers, vendors and their other corporates employers to understand the needs and best possible way for both.
- An additional skill requires in communication, managing people and interpersonal relationships.
- Responsible for creating events based on Magic Bus Programme.
- Work with restaurants, hotels, international companies and NGOs.
- Usually performs the following tasks:
  - ✓ Managing event budget and expenditure
  - ✓ Networking with industry professionals
  - ✓ Recruiting event staff
  - ✓ Negotiating contracts and deals
  - ✓ Marketing or advertising the event
  - ✓ Keeping the event compliant to local regulations
  - ✓ Managing event team
- Established healthy business relations with the clients to pitch new concept ideas and taking their feedback.

### **The American School of Bombay**

### **Event Manager**

July 2011 – September 2013

- After a corporate experience working with school was very challenging and was once a learning curve.
- Worked closely with teachers, students, support staff and event managers to determine their needs, set up and/or supervise the Media support during the events and activities.
- Plan and prepare training and learning materials for integration and use of media in the classroom. When required, instruct staff and students in the selection, use, and design of media materials. Assist faculty and staff in the preparation of instructional materials using media and making video/audio presentations.
- Co-ordinates with outsourced a vendor to setup events and activities that occur during the year and was the sole contact person responsible of setting up entire events.
- After a corporate experience working with school was very challenging and was once a learning curve.
- Worked closely with teachers, students, support staff and event managers to determine their needs with a proper planned manner.
- Preparing detailed Proposals for Events.
- Conducted research, make site visits and find resources to help concerned authorities make decisions about even possibilities.
- Develop and oversee fundraising events.
- Secure sponsorships.
- Assist with negotiations for contracts and book event space, arrange food and beverage.
- Assist with preparing budgets and provides progress reports to concerned authorities for each event project.
- Keep track of event finances including check requests, invoicing and reporting.

- Prepare and modify event contracts as required.
- Planned and provided best event solution with newly advanced technique.
- Co-ordinates with outsourced a vendor to setup events and activities that occur during the year and was the sole contact person responsible of entire event.
- Provides regular feedback on execution of events and whenever needed, provides solutions for the same.
- Looks for innovative and efficient solutions for use of Media in educational institutions and knowledge of vendors in the AV market sphere.
- Provides regular feedback on execution of events and whenever needed, provides solutions for AV hardware problems.
- Responds to staff and student inquiries about the specific use of audio-visual equipment for educational activities including: microphones sound speakers, video screens, projectors, video monitors, connecting wires and cables as well as lighting.
- Responsible for the safety and security of our Media equipment for on site and off site events

**Indo-American Society**  
**December 2009 – July 2011**

**Event Coordinator**

- In charge of the Event Coordination since 2009. Responsible for all PR activities as well as cultural activities of the Society including “Young Ambassador Awards” which is an annual mega event.
- Have played a vital role in first ever International Education Summit Organized by Indo-American Society “Indo-US Summit on Higher Education”.
- Assist with negotiations for contracts and book event space, arrange food and beverage
- Aggressively gather information on each event to achieve quality event productions.
- Distribute event information to staff and ensure completion of details.
- Propose new ideas to improve the event planning and implementation process.
- Assist with managing event staff.
- Coordinate appointments and scheduling of events on the calendar.
- Calculate budgets and ensure they are adhered to.
- Book talent, including musicians, bands, and disc jockeys.
- Select chefs or catering companies to prepare food for event.
- Visit venue to plan layout of seating and decorations.
- Schedule speakers, vendors, and participants.
- Edit and design promotional materials.
- Prepare presentations.
- Develop and oversee fundraising events.
- Negotiate and secure event space.
- Secure sponsorships.
- Create invitee list.
- Send out invitations and manage RSVP list.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
- Keep inventory of backdrops, projectors, computers, and other display materials.
- Researching markets to identify opportunities for events;
- Liaising with clients to ascertain their precise event requirements;
- Producing detailed proposals for events
- Ensuring insurance, legal, health and safety obligations are adhered to;
- Organizing facilities for car parking, traffic control, security, first aid, hospitality and the media;
- Identifying and securing speakers or special guests;
- Planning room layouts and the entertainment programme, scheduling workshops and demonstrations;
- Selling sponsorship/stand/exhibition space to potential exhibitors/partners;

- Preparing delegate packs and papers;
- Liaising with marketing and PR colleagues to promote the event;
- Liaising with clients and designers to create a brand for the event and organizing the production of tickets, posters, catalogues and sales brochures;
- Overseeing the dismantling and removal of the event and clearing the venue efficiently;
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

**Dreamz Media Network**  
**November 2006 – December 2009**

**Marketing Executive Space Selling**

- Was planning & handling the exhibitions like Sapno Ka Ghar Property Exhibition, Panvel Kamothe Property Exhibition, Nice Shopping Exhibition, Kharghar Property Exhibition and Press Conference.
- Planning exhibition hall layouts and activities programme such as workshops and seminars
- Researching suitable venues and ensuring all necessary equipment is available
- Selling exhibition space to potential exhibitors
- Seeking and securing sponsorship
- Designing anything from online registration forms to floral arrangements
- Arranging insurance cover and ensuring legal, health and safety requirements are adhered to
- Coordinating caterers, stand designers and equipment hire
- Organizing car parking facilities, security, first aid and catering
- Promoting the event and organizing the production of tickets, posters, catalogues and sales brochures
- Supervising the dismantling and removal of stands.
- Development of language and guidelines for exhibition calls for entry,
- Invitations and all other printed materials relating to exhibitions and related events
- Development of exhibition budgets, expense monitoring, and underwriting of exhibitions and related events.
- Development of marketing and publicity plans, and dissemination of all promotional materials for exhibitions and related events
- Responsible for contract negotiation of curators and jurors
- Working with Program, Marketing/Communications, and Special Events Committees
- Tracking of admissions to all events for reporting purposes
- Supervision of student interns and work study students
- Other duties as assigned.

**Tangent Management Solutions**  
**September 2001 – November 2003**

**Marketing Executive**

- Providing the quality services to the Leads and closing the leads which had been generated by the referrals.
- Meeting the customers individually to sell the product and ensure consumer satisfaction.
- The list of Company Clients & their products I had worked with Play win Lottery with Zee Tele films Pvt Ltd, E.tc ltd. E-learning classes and K2c Multi-level marketing.