

Name- Devika Manish Rajgor

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A person with a strong interest in the event industry. Committed to strengthen customer experience with positivity and professionalism when catering to their needs. Team player that is dedicated, responsible, and capable of adapting to any challenging situation. Able to work under pressure and strive for excellence in any task that i am given to do.

Skills

- presentation skills
- Organization and time management skill.
- Strong communication.
- innovative thinking and working to deadlines.
- Ms word, MS PowerPoint

Education

PGDAME Diploma in event management and media from Niem Institute of Event management (2019 to 2020)

Masters in Bharatanatyam from Tamil university.(2020 to 2022)

Secondary education from Jamnabai Narsee school (2018)

Experience

- 1) Annual day of Spring Buds International School(2023)-Incharge of stage decor, lights,back stage management.
- 2) The Royal Fable exhibition (Pune) by Jhelum Fashion studio (2019)-I was directed to keep an eye on the venue as whole, to check over for the house keeping aspect and crowd management.
- 3) The Bridal Asia (2019)-The event was for 3 days and so I was in charge of different departments like- Hospitality and Crowd management.
- 4) Pernia's pop up studio (2019)-Commanding the activation stall, crowd management and maintaining smooth coordination between different departments was my scope of work.
- 5) Jio Mami flim festival- Incharge of registration, hospitality department, screen coordinator, crowd management. Artist management(to look into their food and drink requirements).
- 6) The Samsara Festival (2016 to 2018)-In order to create awareness among people, I made posts and marketed about it on social media sites. I was in charge of different departments like-creating and sending invites, stage decor, lights and sound system , comparing the event (online) to artist management and their additional requirements (props) as well as making them comfortable back stage.
- 7) Bandra culrural Utsav- Artist management was my area of responsibility. I was in charge of getting them ready (green room and back stage management) as well as taking care of their food and drink requirements.

It would be an honour, if your good self could give me an opportunity to work in your company. I will try my best to live up to your expectation. Kindly consider this request and oblige.

Yours 'sincerely

Devika M Rajgor.