

Shivangi Girotra

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Career Objective

To give the best in my pursuit for organizational growth and to make a mark as a distinguished professional in the events industry.

Career Synopsis

- Industry exposure as an event professional and handled events like Paragliding World Cup 2015, Honda Revfest, MMA Awards, Luxury Lifestyle, Xiaomi – Redmi 2 Launch, Mercedes Benz Luxe Drive, Schnieder, Honda jazz Launch ,AMG Performance Tour, Microsoft Techpenure ,ASEMFMM 11, Mountain Dew Heroes Wanted Campaign, Google Android One, Micromax Mall Activation, Young President Organization (YPO), 26th Know India Program (KIP).
- Effectively worked in a team and handled responsibilities related to, Client Servicing, Operations, TBL Management Hospitality and Registrations.
- Result oriented and self-motivated individual capable of coordinating events.

Professional Learning

Event Management

Event Planning & Concept

Event Elements

Special Events

Client Servicing

Account Management

Relationship Management

Business Development

Venue Operations

Stage Craft & Design

Logistics Management

Crowd Management

Supply Chain Management

Information Management

Material Management

Financial Management

Work / Internship Experience

Company Name

CS Direkt Events and Exhibition

Designation (Dept)

Executive(Client Servicing and Operations)

Duration

From : January 2015

To: July 2015

Key Responsibility Areas	<p><u>Client Servicing:</u></p> <ul style="list-style-type: none"> • A detailed study of the brand and the idea behind the event & its essence. • Planning and Supervision: making event proposals, conceptualization of event proposals, making budgets, creative supervision. • Sharing a winning cost proposal with client . • With an intellectual presentation and cost effective commercial proposal confirm the project. • Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly. <p><u>Operations:</u></p> <ul style="list-style-type: none"> • Co ordination with Internal Team and external Vendors for effective completion of the project. • The on-ground realization of the client dream. 	
Company Name	Encompass Events Private Limited	
Designation (Dept)	Intern (Client Servicing and Operations)	
Duration	From : April 2014 From : August 2015	To : December 2014 To : November 2015
Key Responsibility Areas	<p><u>Client Servicing :</u></p> <ul style="list-style-type: none"> • Meeting clients and understanding their product/service and the communication design needs. • A detailed study of the brand and the idea behind the event & its essence. • Planning and Supervision: making event proposals, conceptualization of event proposals, making budgets, creative supervision. • Sharing a winning cost proposal with client . • With an intellectual presentation and cost effective commercial proposal confirm the project. • Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly. 	
	<p><u>Operations:</u></p> <ul style="list-style-type: none"> • Co ordination with Internal Team and external Vendors for effective completion of the project. • The on-ground realization of the client dream. Adding a WOW factor to each and every logistic aspect. 	
Company Name	Wizcraft International Entertainment Pvt. Ltd.	
Designation (Dept)	Intern (Client Servicing)	
Duration	From :October 2013	To :January 2014

Key Responsibility Areas	<p><u>Guest Management:</u>Responsible for taking care of 37 delegates from Indian Diaspora for 24 days and looking after their day to day activities and movements which involved their departures and arrivals.</p> <p><u>Transportation, Boarding & Lodging (TBL) Management:</u> Looking after the lodging, transportation and travelling of the delegates during the CREDAI Conclave 2013, 26th KIP and MEA.</p> <p><u>Registrations:</u>Handled registration of 600 delegates during CREDAI Conclave 2013.</p> <p><u>Client Servicing:</u>Helped in the smooth execution of the events. Worked as a Liaison Officer for Ministry of External Affairs.</p>
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Professional Certifications / Training / Workshop / Industry Exposure

Professional Certifications

- Certification in SIX Sigma (white belt).
- Certification in super specialisation project on Wedding Management.
- Certified in LEAD (Leadership Education and Abilities Development) Program.

Workshop

- "Disaster Management by Safety Circle"
- "Role of Marketing and Branding in Events" by Mr. AtulChabra - Director, Enthuse Answers Communications Pvt. Ltd.
- "Industry Orientation & Corporate Expectations" by Mr. Saurabh Kaushik, General Manager (HR), Kingdom of Dreams.

Industry Exposure

- "Mountain Dew South Activation" at Andhra Pradesh.
- "Mountain Dew South TVC Launch" at Hyderabad and Chennai by Mountain Dew Ambassadors.
- "Mountain Dew Heroes Wanted Campaign" at Della Adventures Resort, Lonavala, Mumbai and handled overall project.
- "Google Android One Mall Activation" PAN India and got exposure of project execution.
- "Micromax Mall Activation" PAN India and handled project execution.
- "Pepsi Indian Premiere League (IPL) "Meet and Greet with Delhi Daredevils at Ice-skating, Ambience Mall, Gurgaon.
- "Mountain Dew Bullet Campaign" Pan India and handled overall project.
- "PepsiCo Conference" at Pullman, Gurgaon.
- "26th Know India Programme" PAN India by Ministry of Overseas India Affairs.
- "PravasiBharatiya Divas, Engaging Diaspora: Connecting Across Generations" at VigyanBhawan.
- "CREDAI Conclave 2013" at JW Marriot Aero city.
- "India President's University" at Taj Mahal Palace, New Delhi.
- "Asia Europe Meeting Foreign Minister Meeting" partnership for growth and development at Oberoi, Gurgaon.
- "Safar (The Royal Mirage): Pankaj Udhas Live In Concert" at Jawaharlal Nehru Stadium, New Delhi and got exposure of Crowd Management.
- "GMR IGI Airport Awards 2014" at Kingdom of Dreams, Gurgaon and got exposure of Venue Operations, Guest Management and Backstage.
- "Sound of Freedom" at NSIC ground, Okhla and worked as Assistant liaison Officer of Kailash Kher.
- Visited the event - "Wedding Asia" at The Ashok, New Delhi to understand the Wedding Industry – Vendors, Designers, Caterers etc.
- "MTV Xtreme" at the Buddh International Circuit, Greater Noida to get insight into Venue Operations.
- Participated in the event "Direct Dil Se" and got exposure of Venue Operations, Guest Management, Backstage and Production.
- Visited "Kingdom of Dreams" to gain experience in Venue Recce.

Achievement

- Organizing member of “TeAmo” and “INLEAD’s Got Talent 2013” at Indian Institute of Learning and Advanced Development (INLEAD).
- Secured 1st position in Inter College Photography and Skit Competition.
- 2nd position in Ad Mad Show at Indian Institute of Learning and Advanced Development (INLEAD).
- Member of Rotaract Club, Chandigarh Himalayan 2011-2012.
- Project Head of the Project “Kid Olympics” held on January 22, 2012.

Education

Year of Completion	Program / Course
2013 - 2015	Pursuing Master in Business Administration in Event Management and Public Relations Indian Institute of Learning and Advanced Development (INLEAD), Gurgaon.
2013	Bachelors of Commerce Panjab University, Chandigarh.

Academic Project / Dissertation**Presentations on:**

- Cadbury
- Customer Relationship Management
- Motivation in work place
- Public Relation

Personal Strength

• Quick Learner	• Multitasking
• Energetic	• Optimistic
• Team oriented	• Proactive

Personal Information

Marital Status	:	Unmarried
Nationality	:	Indian
Language Proficiency	:	English and Hindi
Computer Skills	:	MS Office