



# AMIT LUTHRA

 Delhi, DL, 110084

 <https://www.linkedin.com/in/amitluthra-6717719a/>

 8826969083

 amitluthra700@gmail.com

Dedicated Senior Manager with 7 years of exceptional management performance. Offering strong administrative and cross-functional collaboration skills to provide teams with support and guidance to surpass expectations. Well-versed in operations management, team player and organizational skill.



## Education

2010-08 - 2012-06

● **CA (Till Intermediate)- ICAI: Accounting**

YEAR COLLEGE/SCHOOL UNIVERSITY

2007-08 - 2009-05

● **Bcom(Pass)**

Delhi University

2005-04 - 2006-05

● **12th Grade - Commerce**

Ravindra Public School (C.B.S.E) - New Delhi



## Skills

● Strategic business planning

● Client Management

● Contract negotiations

● Event production

● Event planning

● Logistics

● Negotiations

● New product development

● Operations management

● Organization skills

● Production Manager

● Profit and Loss

● Project planning

● Quality Assurance

- Multi- Tasking
- Team player
- Vendor Management



## Work History

### Senior Manager

- Event & Production Manager with 7 years of experience in corporate Events.
- Multi-tasked with good skills in operations management.
- Excellent team player with excellent communication and organization skills.
- Skilled in Production.
- Strategic business planning.
- Contract negotiations.
- Conceptualization.
- New product development, Nov 2015 - Till Date, Understanding of project brief from BD & CS Team and briefing the same to Operations Team Members.
- Executing the project with 100% Quality Assurance and Quality Check.
- Timely execution of the project counts.
- Speedy resolution of Client/BD & CS Managers queries to maximize Client satisfaction and Feedback.
- Acquiring sound knowledge of Competitive Market and technical updating.
- Management of Client Briefs and data sharing with the team.
- Maintaining Effective relationship with Existing vendors.
- Basis of requirement choosing best vendor with unique task ability.
- Development of New vendor with sound skill set.
- Negotiation with Vendors on pricing and procedures.
- Submission of report on existing / new vendors on the factors of Cost, Timelines, Quality of work.
- Timely generation of Bills to Accounts department with correct supporting.
- No submission of bills to be done if there are no supporting's.
- Responsible for developing Presentation & Communication Skill at an individual basis.
- Grooming and Development of Team.
- Handled end to end projects.
- Project planning for each event, including budgeting.
- Monitoring against plan.

- Final sign off on all the estimate, payables and invoice (Profit and Loss) after the approval from HOD.
- Management and oversight of event arrangements.
- Organization of all materials needed to be shipped to an event in good time, working with the Marketing Assistant.
- Co-ordination with vendors.
- Understand Client requirements, modification instructions, project brief & event objectives.
- Ensure the prompt and systematic response to all servicing enquiries.
- Ensure all PA and Audio Visual elements e.g Song Words are created and tested in advance of the event.
- On the day of an event, to lead the team on the ground for event setup.
- Work in collaboration with Client Servicing & Creative teams to grow the events business.
- Create a post event evaluation report, for the Marketing team, finance team and Executive.
- Building of own skills and competences for implementing marketing projects. Sourcing of New Technologies, artist, venue and vendors to improvise the event quality under the supervision of HOD.
- Manage the overall budget and schedules of assigned projects in collaboration with individual CMD producers, account staff, creative and third-party vendors.
- Take empowered decisions regarding your team as well as business negotiations.
- Work with creative account teams and creative directors to develop the creative approach and identify the components of each show, identify and Create event planning estimates for project scope, schedule, and resource requirements ensuring programs are properly budgeted, estimated, and scheduled.
- Travel to and work onsite at the meeting or event, overseeing logistics required for success.
- Negotiate with all contractors, vendors and event partners to offer the best and most cost effective solutions.
- Identify, negotiate and book event venues (hotels, convention centers, unique venues, etc.) and external vendors (AV, décor, catering, etc.).
- Facilitate AV and staging needs including all technical staff requirements, presentation show flow and music/lighting/video cues.
- Manage event materials and shipping schedules.
- Create detailed onsite schedules for all activities.

- Travel for site inspections, clients presentations and onsite event production Maintain a comprehensive project matrix indicating project status and budget to date.
- Vendor Management & negotiations.
- Create an effective and viable preferred vendor list with the supervision of the HOD.
- Vendor Finalization for each event( based on the size of the event) with consultation of HOD.
- Download of event brief to vendors along with the team & HOD.
- Final Negotiation(PO) with consultation of HOD.
- Payments as per the credit period.

#### **Projects with Bandwidth Events Pvt Ltd.**

- GSK Samrat Multicity.
- Schneider Pragati Maidan.
- Agilent Annual Conference.
- Alianze Annual Day.
- Benetton Annual Day 2016.
- Boroline Stall - India Fashion week.
- Gionee Market Activation.
- Flipkart product launch.
- Gionee multicity - Sunburn.
- Maserati - Delhi Showroom Launch.
- Maserati - Bangalore Showroom Launch.
- McAfee - Delhi Conference.
- Plaza tour - Mumbai.
- Schneider Smart Home Launch - Mumbai, Delhi and Bangalore.
- Toyota Innove Crysta Multy City Launch -.
- Etihad Airways A380 Launch - Mumbai.
- McCain Annual Conference - Aamby Valley.
- Gionee Sunburn - Goa.
- Viacom Annual Day 2015 - Mumbai.
- Viacom - Super Sonic 2015.
- YU Unicorn Mobile Launch.
- Dominos Conference - 100 Restaurants Complete.
- Iconic - Delhi.
- Asian Paint - Tier 3 cities.
- Gionee KMC Fest.
- HP Annual Day Conference - Goa.
- IGI D Show - Goa.
- Launch Of La Liga.
- Dealer Ship Set Up @ 24 showrooms across india.
- Super Sonic VH1 Pune 2017 ( 8 Stalls in Super Sonic ).
- Fortuner Launch 2016 ( J.W.Marriott ).

2014-06 - 2015-09

- Toyota Boot Camp ( Delhi , Mumbai & Bangalore ).
- Saavan Music Album Launch ( Mumbai ).
- Transunion Event.
- Schneider Stall Expo Mart.
- Benetton Reloaded 2017 ( Chandigarh ).
- Eno/Horlicks launch 4 cities.
- Micromax dual 5 launch.
- Micromax distributor meet 4 cities.
- Dr Oetkar Plant Launch.

## Sr.Executive

*Fervent Communication Pvt Ltd, New Delhi, New Delhi*

### Projects with Fervent Communication Pvt Ltd.

- CA Partner's Meet 2014 - Jaipur.
- EMC VSKO Meet 2015.
- Amazon Partner Submit.
- Amazon Media Mela 2105.
- Somany Tile Launch 2015.
- Konica Product Launch 2015.
- Nikon Partner Submit.
- Panchayat Aaj Tak.
- Mint conference.
- C.N.B.C Young Turks Awards.
- Business World Schneider Launch.
- Nikon partner'Submit.
- E4M Pitch top 50 marketing awards.
- Ansal API stall - Delhi.



## Languages

- Hindi
- English



## Interests

- Traveling
- Music
- Cooking
- Holidays in Mountains