

# POOJA RAJBHAR

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## OBJECTIVE

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To work with an organization that give me the opportunity to learn and at the same time present me with an opportunity to contribute towards its growth.

## EDUCATION,

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- SSC From S.M. Vadake Vidyalaya Chondi-alibag
- HSC From Sangai international university
- Diploma in Event management From National institute of event management
- BA in Sociology from Dr. Apj Abdul Kalam University

## PRACTICAL EXPERIENCE

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I have done one year freelancing in event field in type of events.

- ☐ **Weddings, Conferences, Auditions, Award shows, Co-oprate events..etc.**
- Assisted in seamlessly following minute-to-minute timelines for bridal parties, vendors, and guest.
- Partnered closely with clients to understand aspirations, formulate vision, and create event design plans.
- Sourced all event elements, such as venue, catering, décor, from inception through completion.
- Managed set up and pack up of reception
- Managed Hostess and vendor
- Coordinates vendors and staff to work together in the event execution and ensures client satisfaction.
- Identified and resolved issues arising from event.

## WORK EXPERIENCE

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### ☐ **WNR EVENTS (Nov 2017- Oct 2018)**

In WNR EVENTS I work as an Operation Executive for 1year responsibilities as per below:

- Handle back office work
- Make presentations
- Research for new themes
- Research for new vendor
- Vendor management
- Make a checklist
- Operation Execution

### ☐ **THE THINK TANK ENTERTAINMENT (Jan2019 – April 2019)**

In THE THINK TANK ENTERTAINMENT I join as intern for the position of Production Manager for 2month responsibilities as per below:

- Execute & deliver project within specified timelines
- Keep track of all things
- Vendor management

### ☐ **Shapoorji pollonji sarova project (Apr2019 - Till date)**

I join in SAROVA project as Operation Executive, Responsibilities as per below

- Daily interaction with public to ensure customer satisfaction with their Publix experience and product.
- Lead and maintain monthly report, weekly merchandise updates.
- Serves as point of contact for individual, group and corporate clients who are interested in booking Staybridge and its facilities for special events.
- Maintained event database and generated weekly and monthly reports for corporate office.
- Responsible for managing department inventory, pricing integrity, merchandising, labor, and other operational processes to company standards.
- Plan, order, and process floral items, product and materials according to work plan and standards to maximize sales and gross profit. Ensuring all new department associates receive proper training and supervision and will ensure correct ordering, receiving, unloading, storage, and rotation of merchandise and building of displays

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**LANGUAGES**

**English Marathi, Hindi, Turkish**

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**ACTIVITIES AND INTERESTS**

- Travelling
- Book Reading
- Writing