

NIKHIL SHARMA

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SKILLS EXPERIENCE

Microsoft Office
Office Management
Planning & Scheduling
Travel Coordination
Sorting & Labeling
Expense Reporting
Implementation
Operations
Data Entry
Procedure
Mail Handling
Team Leader
Multi-Tasker
Flexible Traveler
Communicator
Mail Chimp

LANGUAGES

English
Hindi

Senior Executive Operations (2019- Present)

KW Conferences Pvt Ltd, Gurgaon, India

- o **Unmukt Festival Exhibition 2020: Hyderabad & Bangalore (No. of Participants:4500)**
- o Used social media regular to promote com any event and help them to generate lead to bring sponsors for the event.
- o HTML Mailer sent on particular set of dates and generate the compile report on the same.
- o Cold calls on the sponsors database for the promotion of the event.
- o Maintains company database inventory and update the sam e on regular intervalof time.
- o Oversaw trade and exhibition of Unmukt Festival, follow up for the stall payment and maintain exhibitors' inventory.

Conference Secretariat Executive (2017- 2019)

Cox and Kings Ltd, New Delhi, India

- o **PEDICON 2018: Pediatrics Conference, Nagpur, Maharashtra (No. of Participants:6500)**
- o Streamlined operational activities to maintain working decorum hassle-free.
- o Oversaw registrations, trade handling, and marketing of the event through various social media and communication channels.
- o Responsible for administrative tasks such as drafting emails, giving inputs for website development, vendor coordination, sending outbalance payment reminders, records keeping.
- o **MGISC 2018: Mahatma Gandhi International Sanitation Convention (No. of Participants:150 International Delegates)**
- o Streamlined operational activities to maintain working decorum hassle-free.
- o Oversaw registrations, trade handling, and marketing of the event through various social media and communication channels.
- o **iPHEX 2018: International Exhibition for Pharmacy & Healthcare (No. of Participants:300)**
- o Managed room inventory of three hotels coordinating with transportation of the guests.
- o Coordination with hotel for room confirmation and smooth check-in of the guests.
- o **InfoComm 2018: Audio-Visual Conference (No. of Participants:6500)**
- o Ensured hassle-free check-in of guests.
- o Maintained rooming list and made necessary changes as per changing requirements.
- o Coordinated with hotels for payouts on a timely basis.
- o Marketing of the event, sales of rooms, preparing invoices, and other administrative works.
- o **Indiaplast 2019: India Plastic Manufacturing Conference (No. of Participants:350)**
- o Managed and marketed room inventory for an event via emails and other communication channels.
- o Responsible for maintaining a master sheet of booking and weekly reports on the updates.
- o Coordinated with hotels for payouts as per contract & booking.
- o Handled transportation, group bookings, individual requirement, invoices preparations, room lists, etc.
- o Follow up with companies for balance payments.

- **Asian Development Bank 2019: (No. of Participants:700)**
- Worked under ADB officials to match the working decorum on their particular patterns.
- Assisted in coordination with participants for attending a particular workshop as well as confirming their travel status.
- Managing and preparing participant lists, room allocation lists, and transportation lists accordingly to each workshop.
- Assisted in preparing marketing material for the delegates like a kit filling, pen drive data, and other administrative works.
- Filling of relevant mail travel itinerary and other documents in sequence.
- Researching and coordinating with a various vendor for the rates as per the conference requirement.

Conference Coordinator Secretary (2016 – 2017)
Gets Holidays Pvt. Ltd, New Delhi, India.

- **AOICON 2017: The Annual Conference of the Association of Otolaryngologists of India (Number of Participants: 2800 Approx.)**
- Responsibilities included various administrative tasks such as participant registration, accommodation management, abstract coordination along with exhibition and sponsorship.
- Coordination with the audiovisual team, fabrications, and catering as per the requirement.
- Developed status reports on registrations, cancellations, and accommodations on a weekly basis.

Conference Coordinator Executive (2015 – 2016)
Creative Travels Pvt. Ltd, New Delhi, India.

- **IOACON 2015: Annual Conference of Indian Orthopaedic Association (Number of Participants: 4500 Approx.)**
- Worked as a conference secretariat for the Orthopaedic Conference and responded to emails and other correspondence to facilitate communication.
- Managed registration, exhibitions, and sponsorship, while worked closely with the support team to resolve the issue of the delegates regarding accommodation, travel, registration areas, etc.

Conference Coordinator Trainer (2014)
Cox and Kings Ltd, New Delhi, India.

- Worked as an intern, gaining experience about the outbound process, understanding customer requirement, and assisting accordingly.

EDUCATION

- Guru Gobind Singh Indraprastha University, Delhi, India.
 Bachelor of Business Administration (BBA) in Tourism & Travel.
- All India Senior School Certificate Examination – CBSE, Delhi, India.
- Certificate course on computer concepts (CCC).