

Sanchita Rawal

Freelancer



Mumbai, MH, 400103



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- Client-focused Event Coordinator focused on translating creative visions into unique events. Expert in event planning with success in controlling costs through strategic negotiations with vendors, suppliers, and venues. Committed to going extra mile to make clients' wishes come true.
- Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of tasks . Motivated to learn, grow and excel in the industry.
- Experienced with over 4 years of experience in the industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements.



Skills

Communication skills

Team Player

Event Management skills

Creative

Logistics Management



Work History

2016 - 2020

Events Worker

Freelancing, Mumbai, Maharashtra

- Contacted vendors,venue and hotels as directed and in professional manner.
- Supported planning,coordination,communications and scheduling of events.
- Coordinated with florists,photographers,videographers,dancers.
- Coordinated with the team members to look after the clients requirements in a stipulated time as asked.
- Handled calls to address customer inquiries and concerns.
- Led vendor negotiations to obtain cost-effective services and products.

2019-06 - 2019-07

Events Intern

Globewerks International Private Limited, Mumbai, Maharashtra

- Contacted vendors, venue and stakeholders as directed and in professional manner.
- Supported planning, communications and scheduling of events as required.
- Was part of the registration department to make the process sequential and smooth.
- Assisted in content development for events, drafting and distributing promotional materials.

2013 - 2016

Back Office Associate

Palani Group Of Company, Mumbai, Maharashtra

- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.
- Completed all the assigned Data Entry Requests and tasks within the required time window.
- Conducted secure follow up calls and emails for the client to clarification on missing or erroneous data.
- Used Tally and Microsoft Excel to produce reports to fill in datas, maintaining sheets, etc.
- Created improved filing system to maintain secure Client Data.



Education

2018

Bachelor of Arts

Maniben Nanavati Women's College - Mumbai

2011

High School

St. Lawrence High School - Mumbai



Hobbies

- Photography.
- Gymming.
- Dance
- Music.