

RESUME

Kanchan Budhrani

C- Wing, 703, Safal Ganga,
R.C. Marg, Chembur,
Mumbai - 400074



Objective:

Intend to build a career in business management (administration, sales, marketing and complete event planning and execution) with leading corporate of high-tech environment with committed & dedicate people, which will help me to serve to the best of my expertise and learn & excel in the process.

Expertise/Strengths:

- Client Communication
- Handling & executing events end to end
- Negotiations & settlements
- Billings & Approval
- Coming up with creative/effective ideas to ease the business process
- Creating/Maintaining/Analyzing events database
- Positive Attitude
- Like to accept challenges
- Ability to work in a team as well as independently

Professional Experience:

The Boston Consulting Group (I) Pvt. Ltd.

Designation: Event Specialist

April 2017 – Aug 2019

Daifuku India Pvt. Ltd.

Designation: Executive – Events & Admin/HR

July 2016 – April 2017

Ernst & Young (EY)

Designation: Associate Operations - Events & Admin

May 2015 – July 2016

NIIT Ltd

Designation : Zonal Admin Officer/ Sr. Executive - Events & Admin/HR

Nov 2010 – Feb 2015

Hewlett-Packard

Designation : Sales / Project (Back office) Coordinator

April 2008 – Nov 2009

Responsibilities at The Boston Consulting Group (I) Pvt. Ltd.:

- Managing events (end to end) like conferences, Client meetings, Convocations, Trainings. This includes negotiations, managing complete logistics, taking approvals, settlements etc.
- Reaching out to various hotel properties, compiling estimated cost models, select sites, and execute required logistics, negotiations, deal finalization, etc.
- SPOC for leisure trips for pan India. Executing 50 to 60 case team outings from scratch till end.
- Assist in preparing event budgets and tracking spends.
- Creating/Maintaining databases and trackers for respective events for future reference.
- Managing post event settlements.

Achievement:

- Executed Kids Day in office. We had approx. 50 kids between age group 4 to 12 yrs.
- Support in smooth execution of the mega event – Connect Day & Annual Offsite. Approx. 1000 pax.
- Solely executed 150+ CTOs (case team outings) so far with 3300+ pax & 2800+ room nights with utmost accuracy. Got several appreciations & recognition for the same.

Responsibilities at Daifuku India Pvt. Ltd.:

- Responsible for the smooth functioning of our office in Mumbai.
- Events management, travel bookings, stay bookings, housekeeping, HR, etc. are some of the departments I am responsible of.
- Coordinating with sales team for collating sales report.
- Keeping the CEO updated with all the reports related to manpower, sales & HR reports, office expense report, weekly schedule & on field Service report, etc.
- Responsible for utility payments for the office.
- Timely processing of the bills. Coordinating with the accounts team for timely clearance of the bills.
- Vendor Management
- Working of exhibition track – when & where. Maintaining calendar for the same
- Working with the marketing team & CEO in order to be a part of these exhibition in various forms.

Achievement:

- Set up of new office in Mumbai with all the necessary infra and IT networking.

Responsibilities at Ernst & Young:

- Timely processing of the bills of all the events held in the office. Coordinating & sending the bills to accounts on time. Follow up with the accounts team for timely clearance of the bills.
- Vendor Management. Vendor contract. Renewal of contracts. Coordinating with the vendors for No Due Certificates (NDC) and ensuring that we receive the same by end of every quarter.

- Responsible for coordination & arrangements for all small & big events & trainings for different business units.
- Organize setups for different events & lunches held in the cafeteria
- Execution of hotel bookings for Mr. Memani's (Head of the department)
- Handling bus bookings. Bus arrangements for offsite for different teams.
- Supporting other team members on MIS reports like, stationary, seat allocation, car/bus bookings and tracking of bills.
- Responsible for checking the quality of the food that is to be served in the line for breakfast, lunch & evening snacks on daily basis. Ensuring the cleanliness & hygiene of the kitchen.
- Maintaining Ecafe system. Mapping of assess cards of all employees to Ecafe, so that they can avail subsidized food. Modifying & updating the same on daily basis.
- Extracting monthly report of Ecafe for cross verification & clearance of the bills.
- Taking Induction for new joiners.
- Introduced new Friday fun activity for the organization. Responsible for introducing vendors every Friday in the office for our employees to enjoy. Vendors like – Punjab Grills, WOW Popcorn, Cookie Man, Fassos, Domino's, Crispy Cream & many more.
- SPOC for handling all CCD & Teaxlive machines in the office (8 machines).
- SPOC for ordering quantity required & maintaining the stock record for CCD machines every month. Controlling the balance of stock consumption for Tea & Coffee, machine & floor wise on daily basis. Ensuring that FIFO method is used for the same.
- Handling team of 2 from CCD for cleaning of machines & dumping of products in & side of the machines for easy access for the employees on a regular basis.
- Preparing MIS for ECAFE, Billing, Seat audit, Tea & Coffee stock consumption & Friday Fun activity.

Achievements:

- Executed Kids Day in office. We had approx. 80 kids between age group 4 to 10 yrs.
- Executed Blood Donation Camp in office where we had positive participation of more than 800 people.
- Successfully executed Independence Week in the office Cafeteria with two vendors. In house vendor - Herb & Spice & outside Vendor - Punjab Grills
- Successfully executed Diwali On The House Lunch for 1400 pax approx. & Diwali décor of 3 offices in west region.
- Executed smooth transfer of cafeteria vendor twice.
- Honoured as a member of the food committee.

New Initiative proposed by me & highly appreciated by the company:

- Introduced new Friday fun activity for the organization. Introducing vendors every Friday in the office for our employees to enjoy. Vendors like – Punjab Grills, WOW Popcorn, Cookie Man, Faaso's, Domino's, Crispy Cream, Subway, Taco Bell & many more.
- Grooming of cafeteria employees. Briefing on how to talk to employees, to stay updated on the varieties of food items available in the kitchen for serve, to have complete info of the food items put on line for serving, like the name of the dish, content, how its prepared etc. cleanliness- of oneself, of kitchen, of the utensils used for serving & cooking etc., training on multitasking, able to maintain quality of food even under high pressure. etc.

- Dedicatedly worked on feedbacks of the employees on the quality of food in the café and bought change accordingly.

Responsibilities at NIIT LTD:

- Worked as a zonal admin officer/executive and later got promoted as Sr. Executive. My profile includes below responsibilities:
- Co-ordination with Sales Team by providing the support on Customers database through phone calls, e-mails and with help of dedicated applications.
- Supporting the team in collection from the customers by sending the Invoices & Receipts to the schools on time
- Coordinating with the team in order to get the agreements signed by the customer on time.
- Maintaining stock records, placing orders for stationary requirement. Printing / general stationery management & also keep track in terms of cost control for the same. Preparing Monthly consumption reports for stationary
- Operations & Maintenance, Guest house reservations, Food & Beverages services etc. MIS preparation.
- Coordinating with the admin head & setting-up and managing company leased accommodations.
- Transport arrangements - arranging local transport and Air/Railway ticketing through vendors.
- Vendor Management. Vendor contract. Renewal of contracts. Bills verification, Bills certification & Follow-up of Bills. Vendor/Contractor identification, follow-up, quotations, negotiations, material procurement, execution, and ongoing management.
- Purchase order generation.
- Coordinating with Finance Team for vendor Bills Payment. Tracking payment status of Vendors & processing of vendors invoices.
- Coordination for dispatch of materials to more than 3000+ schools across the south & west region within the deadline given.
- Asset Management & Tracking. Tracking of assets like laptops, data cards, etc. assigned to every employee. Coordinating with the ICO team incase employees facing issues in using the company's assets.
- Coordinating with the delivery team for configuration & installation of the latest demo version of our products in each & every laptop assigned to our sales team, in order to keep them ready with the latest technologies/updates for easy & smooth functioning of business.
- Maintain guest relations and coordinate in organizing events.
- Event Management. Managing events like - roadshows, seminars, lunch/dinner meetings, conferences, trainings, office offsites, etc.
- Keeping the Zonal Head updated with the latest status on Manpower, Headcount, Training, HR events, asset allocation, Agreements, Collection & other Sales as well as HR reports on daily, weekly & monthly basis of the West & South Zone.
- Moved as a Sr. Counsellor where my profile includes guiding different clients with the courses that NIIT provides & which enhance their professional capabilities and also organizing events.

Responsibilities at Hewlett-Packard India sales Ltd.:

- Handling Responsibilities of Partner Service Management like: System Support for call dispatch to Service Partners, Coordination for Completion of Service Calls, Warranty Update completion for End Customers, etc.

- Monthly Call Report Compilation
- Integration of Team Activities for Support during normal & critical situations
- Then promoted as Project Support Executive for esteemed projects of Bank of India & Bank of Baroda having > 3000 branches respectively.
- Service Support: profile includes co-ordination towards Service / Sales Support for Corporate Customers through phone calls, e-mails and with help of dedicated software applications like CLARIFY / SAP used for call logging & part indenting.
- Coordinating with customers, dealer, engineer, and warehouse till call is closed.
- Timely escalations to support & management to avoid unnecessary part delay & making sure that call is completed within service level agreement.
- Co-ordination with Support pack team for product details updating.

Academic Qualification:

Degree	Board/University	Year Of Passing
T.Y.BCOM	Mumbai University	2008
H.S.C.	Maharashtra Board	2005
S.S.C.	Maharashtra Board	2003

Software Skills : Operating system: Dos, Window
MS-Office (include MS
Word, MS Excel & Power point)

Personal Details :

Father's Name : Mr. Vasu Hemandas Budhrani
 Mother's Name : Mrs. Veena Vasu Budhrani
 Date of Birth : 26th June, 1987
 Languages Known : English, Hindi, Marathi and Sindhi
 Nationality : Indian
 Cast : Hindu
 Mobile Number : 9920260902
 Email : kanchan4005@gmail.com
 Interests & Hobbies : Painting/ Sketching, Skating, travelling

DECLARATION :

The furnished information is true to the best of my knowledge.

Place: Mumbai

KANCHAN BUDHRANI