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# Vinay Gautam Ahire

## Event Planner and Management

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## Career Objective

To attain the post of Event Management and Planner in your esteemed organization, where I can utilize my expertise in event management, to enhance the reputation of the organization in the industry.

## SKILLS

- Planning
- Event coordination
- Venue choice
- Location scouting
- Vendor relations
- Leadership skills
- Digital marketing & sales
- Sponsorship development
- Scheduling
- Multitasking
- Interpersonal skills
- Communication skills
- Time management skills
- Organization skills
- Creative thinking skills
- Data entry
- MS Office
- Photo editing
- Graphic design
- Financial management
- Project management skills
- Problem-solving skills

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## SUMMARY

- 6 year experience in Event planning and Management
- Ability to plan all sorts of events viz, commercial, business, Political, Exhibitions etc.
- Proficient knowledge of computer application for the maintenance of record and other co-ordination purpose.
- In good terms and tie-up relation with the event contributors like musicians from different background, florists, photo and videographer, caterers, D.J. system etc.
- Experience of handling the vendors and contractors to get the work done and receive the raw supplies on time without delay.
- Experience of event planning for wedding, business conferences, official workshops, small and large scale parties by high profile people.
- Ability to handle staff in service areas.
- Excellent time-management skills with dedication and sincerity towards work.
- Expertise in computing skills and practical applications of MS Excel, PowerPoint and Word.

## EXPERIENCE

### Freelancer, Event Planner and Management –

- Assisted 14 team members with setting up venues and keeping all areas clean and presentable for guests.
- Followed up with clients and guests after each event to gather feedback and evaluate improvements needed for future events.
- Anticipated event requirements and handled numerous concerns in advance for smooth day-of execution
- Routed correspondence to facilitate timely communication between team members, customers and vendors.
- Assisted with budget creation by estimating labor, materials and schedule demands.

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- Monitored vendor accounts and product updates to verify competitive pricing.

### **Elephant tooth Entertainment, Location - *Mumbai***

April 2018 - May 2019

- Hired to help orchestrate Corporate Events, Exhibitions, Ceremonies and Receptions annually.
- Co-manage various event details such as schedule, tastings, transport, accommodations, food and beverage, and audiovisual setup.
- Member of the group maintaining frequent phone and email contact with clients to ensure open lines of communication and clear expectations.
- Monitored vendor accounts and product updates to verify competitive pricing.

### **Mumbai Tarun Bharat, Mumbai - *Event Planner and Executive***

2022 – 2023

- Manage event guest lists ranging from 200-5,000 attendees by tracking RSVPs.
- Respond to over 30 emails and calls per day regarding event updates or issues.
- Work with event manager to set up catering, audio/visual, and stage according to client's budget
- Organizing Political, Environmental, Social, Corporate and Government events.
- Managing Events following all the Covid Protocol set by Government.

### **Radical Concept & Event LLP – Operation executive**

(Currently Working)

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## EDUCATION

- SSC from Nasik Board in the year 2010.
- Diploma in fine Animation & Foundation (Drawing).