

## SHUBHAM GIRI

D-90 A, Lajpat Nagar, Sahibabad, Ghaziabad, U.P.

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### **Summary:**

Management Professional with over 4 years of experience in exhibition industry, with proven skills for successful project execution, management, sales, marketing from conception to completion.

### **Areas of Expertise:**

Strategic Planning, New Business Development, Event Execution, Customer Retention, Trade Show Development, Market Research & Analysis, Team Management, Budgets, Negotiation.

### **Professional Experience:**

#### **MEROFORM INDIA PVT LTD**

**Operation Co-Ordinator**

**Dec 2017 – Present**

Planning & organizing all practical aspects of events i.e., catering, audio visual, room set up, car parking, security & cleaning. Managing key supporter relationships with significant individuals & also identifying opportunities to up sell.

#### **Key Responsibilities**

- Developing, Organizing, Planning & Promoting a range of large-scale events.
- Reviewing and sourcing the location where the event is to be held.
- Coordinating with clients for their requirements i.e. design, furniture, graphics etc.
- Created cost savings by implementing and researching new vendors and negotiating with partnered vendors.
- Collaborated with vendors to meet client expectations; available on demand – 24/7.
- Maintaining an inventory of facility & equipment used.
- Kept simultaneous projects on schedule.

#### **Clients Undertaken:**

Informa Markets, Messe Frankfurt, Messe München India, SIAM.

#### **Achievements**

- Successfully executed more than 100 exhibitions.
- Got appreciations from clients and management.

#### **REED MANCH EXHIBITION PVT LTD**

**Asst. Sales Executive**

**Jan 2017 – Dec 2017**

#### **Key Responsibilities**

- Project Marketing and promotions.
- Space Selling, Selling Advertisements and Sponsorship.

- Handling the VIP Visitors.

#### **Projects Undertaken:**

India Warehousing Show 2017, India Corr Expo 2017, Cold chain Expo 2017.

#### **Achievements**

- Successfully handled VIP Program.
- Achieving the sales and revenue targets.

#### **EVENTS CO-ORDINATOR (Freelance)**

**June 2015 – Dec 2016**

#### **Key Responsibilities**

- Responsible for daily set up, breakdown and maintenance all events equipment and vehicles.
- Ensuring adequate staffs are available for the event.
- Organized and maintained events and details in Microsoft Excel and word documents.
- Maintained a portfolio of vendors/clients, serving as primary point of contact.

### **Key Skills and Competences**

- Ability to work under pressure and meet tight deadlines.
- Very good interpersonal and presentational skills.
- Experience of organizing Conferences, Exhibitions and Events.
- Well presented, attention to detail and excellent time management skill.

### **Academic Qualifications:**

- MBA from Swami Vivekananda Shubharti University.
- Bachelor in Commerce from Delhi University in 2015.
- Senior Secondary School from CBSE Board in 2012.
- Higher Secondary School from CBSE Board in 2010.

### **Professional Qualifications:**

- Tally ERP 9.0.
- Basic Computer Course.

### **Personal Info:**

Date of Birth : 10-DEC-1994

Sex : MALE

Father's Name : SHRI NAGENDRA GIRI

Mother's Name : SMT MEENA GIRI

Nationality : INDIAN

Religion : HINDU

Marital Status : UNMARRIED

Languages Known : ENGLISH, HINDI

Interest : LISTENING MUSIC, READING BOOKS, WATCHING CRICKET.

### **DECLARATION**

I here declare that above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Thank you for taking the time to look through my application. I look forward to hearing from you in the near future.**

DATE.....

PLACE.....

(SHUBHAM GIRI)