

AKASH PATEL

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CAREER FOCUS

Operation Manager with 8+ years of experience in Mice Operation who is self-motivated and results-driven Experience in client handling and managing. Ability to maintain positive relationships with clients and other business partners. A planner who is motivated and works with a sense of ownership for any given initiative. Experience in organizing and managing virtual and ground event details, also good experience in lead generation, and marketing, always striving to create innovative plans to meet clients and business needs.

Summary Of Skills

- Negotiation Skill
- Enthusiastic about my work
- Good skills in teamwork,
- leadership, and communication
- Interpersonal Skills
- Energetic & Positive Attitude
- Time Management Skills
- Organized & Multitasked

PROFESSIONAL EXPERIENCE

RADIO MIRCHI – TIMES GROUP (ENTERTAINMENT NETWORK INDIA PVT LTD), Pune, Maharashtra.

Execution Manager – Region of Maharashtra (July 2022 to Present)

Roles & Responsibilities –

- Work on the SAP System – Vendor Creation & Empanelment, Releasing & Closing Po's.
- Understanding client briefs & budgets with the sales team and helping them with execution planning & solution.
- Shortlisting & selecting the on-ground event vendor/agencies who are best in deliverables & L1 in commercial as per ground activation.
- Processing paperwork with the commercial team (Sales Heads / Directors / CEOs / CFOs) before releasing approved Po's.
- Meticulously planning event details such as event flow, setup, and list of deliverables and ensuring timely execution of all deliverables during the event.
- Survey the sites with agencies, ensuring the setup/technical and décor are accurate as per the layout and plan.
- On the event day, review the operational readiness and coordinate a dry run with the agencies / on-ground team, briefing all the agency's crew/client/artist about the event flow.
- Ensuring post-event deliveries & closing all the paperwork with the commercials team & vendor

Freelance (Project Manager) July 2021 – July 2022

Project Handled: -

- Hernia Symposium Conference 9th & 10th July 2022 in collaboration with view & sonic Events at Jehanuma Palace Bhopal.
- ICICI Prudential offsite champions meet in Collaboration with DNA entertainment networks Pvt. Ltd. at Rio Resort, GOA -8 -12th June 2022
- Eicher S & M Meet-Conference/Product Launch at Amer Greens, Bhopal in Collaboration with View & Sonic Media Pvt. Ltd. -28 April-10th May 2022
- LN medical hospital Inauguration by Chief Minister of MP at Narsinghpur,20-26th April 2022
- CREDAI property Expo at Labhganga Convention Center, INDORE,15-17 April 2022
- Exicon Roadshow conference at Brilliant Convention Center, Indore -12 April 2022
- MP by -Election -in Collaboration with Vision Force Events -Aug 2021 -Oct 2021
- Inauguration of Rani Kamalapati Railway Station by the Prime Minister of INDIA in Collaboration with View & Sonic Media Pvt. Ltd.,1 -15, November 2021
- MP-IOACON 2021 -39th Annual Conference of MP Chapter IOA in Collaboration with Phoenix Network Private Limited, 16-17 Oct 2021
- Wedding Projects -November 2020 to Present (Hospitality & Logistics)

Livewire Events & Promos, Pune, Maharashtra Sr. Executive Operations (April 2019 to Sep 2020)

Roles & Responsibilities –

- Creating concepts & PPT proposals for material procurement
- Vendor Development & Sourcing for procurement of Material requirements for the Event
- Managing logistics & Booking Event Venues
- Responsible for Pre & post Budgeting
- To Strategize and execute the Mice with the team
- Vendor Coordination & Analysis quality of material
- Ensure with the team all the purchasing & deliveries should be on time
- Analysis of feedback and report data to measure whether the event goal was achieved

Stage buzz Events Exhibitions & Tv. Sets Pvt. Ltd. Bhopal, M.P.

Executive Operation (August 2016 to March 2019)

Roles & Responsibilities –

- Vendor RND & preparing a database for material as per the requirements of events.
- Supporting in the procurement of other event requirements e.g., License, Permits, Artist, & required protocols
- Planning, coordination, and execution of events
- Making all the paperwork for every project & Tenders
- Developing, implementing, and managing events
- Maintain & develop relationships with client
- On-Site production for Event Setups
- Supervise the planning and managing of new Projects with teams and maintain the relations with clients long-term.

Education

Bachelor's Degree: (2012-16) Electronics & Communication - Rajiv Gandhi Technical University