

MUHAMMAD RISHAD KENIKKAL

KEEZHUTTA


Event Management | Travel Management | Corporate Services

 Bangalore, IN 560029

 +91 9846078555

 rishad_kenikkal@icloud.com

 <https://www.linkedin.com/in/rishad-kenikkal>

 <https://bold.pro/my/muhammad-rishad-230324213209/113>

Administration & Corporate Services Program Manager with over a decade years of experience in leading and managing large-scale programs & events for various industries. Strong project management skills, budget management, and stakeholder management expertise. Proven ability to develop, implement and manage program goals and deliverables within budget and timeline. Experienced in managing events & corporate travel for MNCs and fast paced Indian Startups. Skilled in negotiating contracts, managing budgets and flawless execution and risk management. Insightful Manager with experience in directing and improving operations through effective employee motivational strategies and strong policy enforcement. Proficient in best practices, market trends and regulatory requirements of industry operations. Talented leader with analytical approach to business planning and day-to-day problem-solving.

Work History

2018-09 - 2022-12

Manager Admin & Corporate Services

ANI Technologies, Pvt Ltd, OLA Electric Technologies Pvt Ltd,, Bangalore

Corporate Travel, Employee Engagements and MICE - Global

- Manage all aspects of global corporate travel, including budgeting, itinerary planning, transportation, accommodation, and activities for the office of Co-Founder and CEO Mr Bhavish Aggarwal in OLA Corporate HQ Bangalore.
- Develop and maintain relationships with internal users, suppliers, and vendors to ensure success of the tour & events.
- Lead groups and provide exceptional customer service while managing any issues or concerns that may arise.
- Collaborate with other departments to ensure seamless travel & events operations.

C-Suite / CXO / Investors Travel - (Luxury VVIP Segment)

- Create and implement process and SOPs to manage Senior Management, Board Members and High Profile Visitors Travel.
- On Ground and Remote Support for CXOs and Board Members in their Business Travel and Roadshows around the Globe.
- Coordinate and manage all aspects of Charter Aviation Services, including flight scheduling, crew management, aircraft maintenance, fuelling, ground

handling, catering, and other related services.

- Ensure compliance with safety standards, and coordinate with internal and external stakeholders to provide exceptional customer service.
- Develop and maintain relationships with Government & Non Government Officials and stakeholders, Suppliers, Airport Management and protocol Officers to ensure the success of the Programs and Events.
- Continuously monitor and analyze industry trends, and recommend strategies to improve service quality, efficiency, and service delivery.

Event Management & Program Management

- Plan, organize, and execute a variety of events, including corporate meetings (MICE), trade shows, marketing campaigns, Employee engagements or team building and social events.
- Develop and maintain relationships with Suppliers and vendors, vendor onboarding and contract management and manage budgets to ensure the success of each event.
- Proficient in Quick Sourcing, Negotiations and Risk Management.
- Strong operational professional with sound knowledge in Event Production, Designs, Audio-Visuals, Console Management etc.

Administrative Business Partner to Founders Office

- Provided executive-level support to the CEO, including making travel arrangements, event planning to post event evaluation and preparing presentations and reports.
- Managed office operations, including maintaining office supplies, managing vendor relationships, and overseeing the maintenance of office equipments. (IT & Non-IT).
- Acted as the first point of contact for all inquiries, requests and requirements, ensuring that all communication was handled in a professional and efficient manner.

2016-12 - 2018-09

Manager, Events & Promotions

ARVATO, BERTELSMAN, Bangalore

- MSA (Marketing Service Agent/ Program Manager) to the key IT clients, Microsoft, HPE, Oracle, IngramMicro, MathLab etc.
- Managed over 200+ Events in Various Cities in India & South East Asia and Build a strong Vendor Network across the region.
- Managed Microsoft- Code-fun-do campus relation event in various IIT's and other premier educational institutes across the country
- Managed Large Format Events for Oracle like Oracle Code World, (20,000 Pax Events) Oracle Code (5000 Pax) Microsoft Device Day etc.
- Managed GANG OF DUSTERS, Adventure Drive Events including Iconic Passion Drives (Leh, Spiti, Bhutan and Nepal) for 2 consecutive years.
- Sourcing, Negotiation and On-boarding of Event, Hospitality, Technical and Tourism Vendors across the country

2014-07 - 2016-06

Manager Events & Account Management

Icecube Event Management Pvt Ltd, Cochin

- Events Operations & Key Account Management, Acted as SPOC to Key Accounts of the firm.

- Managed multiple events, activation and promotions for Consumer Durable and E-Commerce Brands like Samsung, LG, Lenovo, CERA, Godrej, Flipkart etc.
- Gained knowledge about Event Production, Audio Visual Systems and Virtual Event Tools.
- Exclusively Managed International Conferences for Astra Zenica, Singapore National Co-operative Federation ,IMA etc.

2013-07 - 2014-06

Manager Tours Operations

BASIS REISEN, Cochin

- Exclusively Managed Specially Designed Tours, Events & Programs for Groups from German Speaking Countries.
- Managed program timelines, budgets, and resource allocation to ensure project objectives are achieved.
- Worked closely with internal and external stakeholders to manage expectations and ensure program goals are met.
- Coordinated with cross-functional teams to deliver on-time and on-budget programs.
- Led the implementation of program management processes and procedures to improve program delivery and quality.



Education

2011-05 - 2013-05

MBA: Travel & Tourism Service Management

Christ University - Bangalore, India

Core areas of Study : Travel & Tourism, Event Management , Principles of Management , Tourism Finance, Business Environment, Human Resource Management, Business Statistics, Organizational Behavior, Business Policy and Strategic Management, Research Methodology.

- Dean's List - First Semester - Nominated to Denary Level Student Council 2011-12
- Nominated to University Student Council by the Vice-Chancellor in 2012-13
- Chief Designer - Travelogue, Department of Tourism Studies Annual Magazine.
- Technical Head - Exodus - National Tourism Fest.
- Elected Captain of CSA - Center for Social Action - 2012-13

2008-05 - 2011-01

Bachelor of Arts: Socialogy

Mahatma Gandhi University, Sacred Heart College - Kottayam, Thevara, Cochin, Kerala

Core areas of Study : Sociology, Social Psychology, Industrial Sociology, Political Science and Historical Roots of Modern World.

- Elected to College Student Council- First Year's Representative in 2008-09.
- Director - Heart Beats, A documentary film about Sacred Heart College Thevara.
- Captain - Tourism Club
- Member of Academic Council - (Industry Representative) Department of Oriental Languages, SH College Thevara, Cochin (2014-15)



Skills

Excellent organizational and planning abilities



Cultural sensitivity and awareness



Strong communication and interpersonal skills



Ability to multitask and prioritize and to work under pressure



Excellent leadership and management skills



Ability to work in a fast-paced and dynamic environment



Strong problem-solving and decision-making abilities and stakeholder management



Quick sourcing and vendor management



Languages

English



Malayalam



Kannada



Tamil



Hindi



Hobbies



Software

DaVinci Resolve



Upper intermediate

Microsoft Office Suite



Upper intermediate

IWork



Upper intermediate

Adobe Creative Cloud



Intermediate