

RESUME

PERSONAL DETAILS

Name: Swati Ramesh Chaurasia

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Date of Birth: .21st March 1987

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Languages Known: English, Hindi, and Marathi.

EDUCATIONAL QUALIFICATIONS

I. ACADEMIC

EXAMINATION	YEAR OF PASSING	BOARD / UNIVERSITY	PERCENTAGE
S.S.C(Science)	2002-03	MAHARASHTRA	67%
H.S.C(Science)	2004-05	MAHARASHTRA	55.83%
FYBsc	2005-06	MUMBAI	58%
SYBsc	2006-07	MUMBAI	59%
TYBsc	2007-08	MUMBAI	60%

II. PROFESSIONAL

I have been certified to conduct International Paper for Prometric and Pearson VUE.

TECHNICAL SKILLS

- MS. OFFICE
- MS. WORD
- MS. EXCEL

WORK EXPERIENCE: Worldwide Media PVT LTD (Times of India Group)
(6 Years)

Period of Work: May 2016 till Date

Working as Assistant Manager – Edit and Events Operations

WORK DESCRIPTION

1- Event and Production

Project worked on D/Code, Reebok Shoot, Manyavar Shoot, Audi Shoot, Famously Filmfare Season 1 and 2, Filmfare Award, Femina Awards, Grazia Awards, The Good Homes Show, Only for Singles Season 1 and 2 web series and Filmfare OTT Awards

- Understand requirements and details of each event
- Understand clients' needs and wants
- Conduct Market research and collect data that improves the quality of the services and the events.
- Identifying event opportunities, understanding the market, and generating interest for new and coming projects.
- Plan and organize events with attention to financial and time constraints
- Handling Speaker / Artist Management for events and summits.
- Booking venues and scheduling speakers
- Liaising with Sales, Marketing and PR departments to promote and publicize events.
- Conducting Pre & post event evaluations, analysis and follow-ups.
- Reporting on the outcomes.
- Meet with clients and coordinate with them regularly
- Look for and compare different vendors (catering, decorators, musicians etc.)
- Negotiate with vendors to achieve the most favorable terms
- Hire, train and oversee personnel
- Evaluate personnel and provide reports
- Manage all event operations (preparing venue, invitations, food, drinks etc.)
- Overseeing and guiding the events team so that the event is delivered to the expectation of the audience, speakers, and sponsors.

- Track the overall even expenses regularly
- Do event budget planning and making sure that budget is as per feasibility.
- Carefully oversee event happenings
- Offer solutions to resolve problems in a timely manner
- Evaluate event's success and submit reports
- Consultant registration for shoots: Registration of the consultant with Quest to travel, following up for approvals with approving authority at WWM and Times
- Shoot Responsibility: All approvals, booking of stay, travel, car for each person travelling. From coordination, consultant registration and finding a hotel (As per budget and approval)

2- Digital MIS

- Updating of Digital MIS
- Analysis and reporting
- Collation of Data
- Making PPT for the monthly reporting
- Designing of Digital MIS format and improvising on the same as per requirement.
- Mapping the Digital MIS report with the Sap report from finance

3- Digital Circulation and MIS Reporting

- Monthly Circulation Reports: Updating of Sales and revenue performance report
- Jet Privilege Report: Creating Bookable activity and Accrual table for Jet orders
- Digital E-Magazine Report: Creating Digital Count report for Magzter, Zinio and Readwhere
- Making PPT's for the reporting's

4- Content Studio MIS

- Designing and Updating of **Content Studio** MIS
- Completing of Vendor payments (Vendor Creation, Cover note for the payment, taking required approvals for the same, Submission to finance, follow up for the same, documenting it and maintaining the file and collecting payment advice from the finance team.
- Making PPT for the projects (AH1 PPT, Event PPT)
- Coordinating for Signing of Agreement from different teams and client
- Analysis (Brand and zone wise advertisers' analysis for our magazine and competition)
- Creating pointers for monthly brand meetings (Pointers on Trade, subscriptions, Digital magazine, bulk, and print orders)

- Creating quotations with the help of finance team for the clients

5- Travel and Claims

- Travel and accommodation booking for VP level employee (Flight booking, Guest House booking, car booking)
- Submitting claims of Travel and business meetings to the finance team with approvals and documenting the same.

ACHIEVEMENTS

- 1- Had been awarded the United Excellence Award for the excellent performance and successfully handling the registration counter for 2 years for D/Code Event in 2018, 2019 and 2020.
- 2- I have been an assistant to the production head for short form and long form project like Famously Filmfare Season 1 and 2, Famously Filmfare (Regionals), Nexa Journey, Intern Diaries. Filmfare OTT Awards, Filmfare Awards etc.

WORK EXPERIENCE: Zee Learn LTD (3 Years)

Period of Work: September 2013 till April 2016

Working as Executive Operational Support

WORK DESCRIPTION

- Data Analysis
- Daily Sales Report Uploading in Google Drive
- Creating MOM for Monthly Business Meets and follow-up of the entire task assigned to the team.
- Co-ordination of Center Transfer of the student with Regional Managers, Business Partner and Head Office Team.
- Collection of Royalty from the centers and co-ordination with the accounts team for clearance in MIS.
- Clearance of certificate, ID card and center material indent.
- Resolving accounts issues.
- Scheduling and Implementation of center examination for the centers twice in a year
- Collating of marks and co-ordination for release of result
- Resolving MIS issues for the center
- Creating of the certificate and ID card of the respective student with the printing and Dispatch of the same

- Completing the Baz process for the same i.e. PR, PO, GRN receipt note and invoice entry and match PO and receipt for all marking activities.
- Collation of Admission form, installment DD's and documents send by the center to be send to HZU for both ZICA and ZIMA.
- Collating of exam marks and send the sheet to HZU for printing
- Handing customer grievance for the centers related to courses
- Co-ordination with the creative team to create centers printable like Broacher, Bags, Banners, poster, mailers, hoardings and standees
- Co-ordination with the reception for booking of the meeting rooms
- Creation of Counseling Process for ZICA Own Center
- Creation of Admission Process for ZICA Own Center
- Training the centers on MIS of ZICA, Counseling, Telephonic counseling and marketing

ACHIEVEMENTS

- 1- Cleared all the backlogs of the department in terms of ID cards certificate and mark sheets of the students.
- 2- Updated the website of ZICA with the help of MIS Team for the sales team to get more leads.
- 3- Training of the center teams for Sales and MIS
- 4- Had been awarded employee of the month for the excellent performance for successfully conducting ZICA annual event.
- 5- Gave my 200% to each and every work assigned to me even if it was not part of my JD

WORK EXPERIENCE: NIIT LTD (2.6 Years)

Period of Work: March 2011 till September 2013

Worked as a Counselor in NIIT LTD

WORK DESCRIPTION

1. Administration Work of office
2. Counseling of walk-in
3. Follow up of Telephonic and walk in inquire
4. Achieving monthly collection target for the company
5. Batch status management
6. Coordination with faculty for proper batch management.
7. Academic support to the faculty for the smooth running of the course of the student.
8. Handing of student grievance and complains

9. Management of the whole center in terms of marketing activity and coordination for the same.
10. Training and development of counselor
11. Brand Promotion for the center.

ACHIEVEMENTS

- 1- In my tenure of the company, I had been transferred to the center which was not doing well in terms of sales so that the center can perform better.
- 2- Regional office team considered me for corporate marketing activates for NIIT LTD.
- 3- Had been awarded Queen of the month for having the highest fresh collection for the month.

WORK EXPERIENCE: Global Direct (1 Year)

Period Of Work: March 2010 to March 2011

Worked as a Trainer in Direct Marketing Field

WORK DESCRIPTION

1. Administrator Work of office
2. Direct marketing for the product knows as Granton
3. Meeting Sales target for the day and month
4. Training the new employees
5. Handling the whole team in terms of deciding the territory for marking, re-training of the team when the sale goes down

ACHIEVEMENTS

Within 1 Month of my joining, I had been promoted to a trainer

WORK EXPERIENCE: Softpro Computers (2.5 Years)

Period of Work: November 2007 to March 2010

Worked as a Assistant Center Manager in Softpro Computers Education

WORK DESCRIPTION

1. Administration Work of office
2. Counseling of walk-in
3. Follow up of Telephonic and walk in inquire
4. Achieving monthly collection target for the company
5. Batch status management
6. Coordination with faculty for proper batch management.
7. Academic support to the faculty for the smooth running of the course of the student.
8. Handing of student grievance and complains
9. Management of the whole center in terms of marketing activity and coordination for the same.
10. Training and development of counselor

ACHIEVEMENTS

Within the 12 month of my 1st job I was promoted as an Assistant Center manager and shifted to our head office at Matunga

HOBBIES & INTERESTS

- 1- Hobbies- Dancing, Singing and Travelling.
- 2- I do have my own blog swattiluvblog.wordpress.com where I do spend a lot of time writing about motivational topics.

SIGNATURE