



# YOGESH B. BOGAR

## EVENT MANAGER

### OBJECTIVE

A highly motivated, courageous & confident **Certified Event Management (CMP) Professional with more than 5+ years experience** of executing the project with Meticulous individual with eye-for-detail, on time and delivering it, also managing and handling clients to fit into their requirements.. Throughout my experience, I have established the basic systems and technical procedures necessary to make the business flow smoothly. My strong foundation in using digital and graphical presentations as well as my strong communication skills is sure way to gain a wide group of clients both local and international.

### PROFESSIONAL SUMMARY

- Capable to plan all manner of corporate events, including trade shows, international meetings, corporate retreats, company outings, conferences, and more.
- Able to manage all areas of events, from pre-planning, through the event day, and post-event activities.
- Intelligently supervised team of event planners and assistants, while hiring support staff, caterers, and other contract workers as necessary.
- Ability to determine appropriate levels of staffing and budget to stay within given monetary parameters.
- Effectively organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.

### WORKING EXPERIENCE

**Operations Head** (April.2022 –Present)

**Zoomvenues, Dubai**

#### Description:

- Manage client's inquiries on the Companies portal.
- As per clients requirements suggest the appropriate venue options, create quotations, schedule visit to the venues, follow up with the client, and make necessary changes and book the client.
- Assisted in business development plans like digital marketing campaign's, suggesting changes in the portal to make it more user friendly.
- On boarding new Business hub and plan new innovative ways to generate business for venues.
- Maintain all venue data like capacity of the event space, pricing offered, food menu, venue images and videos etc.
- Closely work with more then 200 + 4\* & 5\*Hotel's which are on – boarded on daily basis. Venue details like capacity, food offered, pricing, venue layouts etc.
- Managing event related Technical requirements like stag décor, sound & lights, entertainment artists and on site event management.

**VENUE MANAGER & EVENT MANAGER**

(Feb.2021 –Present)

**Abhishek Lawns, Wagholi.**

#### Description:

- Maintained accurate notes of changes and requests for each event and ascertained allocation.
- Supervised events from start to finish using effective crowd control methods
- Assisted with public relations by participating in community events, which helped to draw in new business and patrons.
- Inspected facility daily for overall cleanliness and to check supply quantities for reordering and restocking.
- Drafted invoices for completed work.
- Tracked trends and suggested enhancements to both challenge and refine company's product offerings.
- Tracked and analyzed profitability and key metrics of all event establishment to improve overall profitability and bring in new clientele.
- Implemented innovative programs to increase employee loyalty and reduce turnover.
- Strategically managed resources, milestones and budgets, saving 15000-20000 monthly in expenses.
- Generated and developed leads, using networking and Type system to acquire new clients.
- Generating Client Leads, client meeting for a detailed discussion on event & understanding client expectations.

### CONTACT

+971 0501453164

bogaryogesh@gmail.com

### SKILLS

- Patience
- Punctual
- Smart working
- Self Confidence
- Positive thinking
- Strong Work ethic
- Ambitious
- Communication skills
- Leadership
- Problem solving
- Decision making
- Flexibility
- Adaptability
- Creative Thinking

### COMPUTER COMPETENCIES

- MS-OFFICE

### EDUCATION

- BBA - National Institute of Event Management, Pune, 61.1% in event management- 2020
- HSC - Trinity Junior College (KJ Institute), Pune, **Secured 57.6% - 2016**
- SSC - Hill Green High School, Pune, Secured 83.6% with First class distinction.- 2014

### INTEREST

- Guitarist & keyboardist
- Dj
- Travelling
- Football
- Trekking

### PERSONAL DETAILS

**Date Of Birth** :- 1<sup>st</sup> Sept. 1998

**Language** :- English, Hindi, Kannada, Marathi

## EVENT MANAGER

(July 2020-Dec. 2020)

### Bandhan Event (By Darshan Somani)

#### Description:

- Fostered relationships with local and national wedding suppliers to obtain best price, quality, and delivery of products.
- Delivered prompt payment for event vendors, venues, staff, and transportation providers.
- Selected and ordered refreshments, decor and event materials. Event Managed in Pune, Mumbai, Bangalore, Hyderabad.
- Planned and organized activities, details and logistics for Wedding & Corporate events.
- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.
- Supervised onsite team of caterers, audio-visual technicians, and facility management team.

## EVENT MANAGER

(Jan. 2019 - June. 2020)

### Ashok group of companies, Pune

#### Description:

- Venue recce of wedding venue to panelists our company as Decorators in Pune, Mahabaleshwar, Alibaug, Goa, Chennai .
- Client handling, execution of the project and delivering it on time Budgeting and pricing of the project with vendor management keeping insight of risk management.
- Planned and organized activities, details and logistics for wedding, corporate event, birthday party, social events. live concert events and artists management. Selected and ordered refreshments, decor and event materials.
- Planned a wedding in Former President of India Pratibha Patil family, venues, décor, entertainments, VIP invites, etc.
- Fostered relationships with local and national wedding suppliers to obtain best price, quality, and delivery of products.
- Interviewed clients to understand event scopes of work, establish budgets and determine timelines for venue selection, guest list finalization, and rehearsal, ceremonies, and receptions.
- Recommended workflow and budget improvements, resulting in 25% savings per event.

## HOSPITALITY & LOGISTICS MANAGER

(Aug. 2018 – Dec. 2018)

### Trinaitra Events Entertainment and Productions, Assam, India

#### Description:

- Planning & managing logistics for event.
- Detailing on pickup location & drop location.
- Scheduling transportation arrangement as per flight & train timings.
- Directing, optimizing & coordinating full order cycle of logistics.
- Listing guest, artist, VIPs, etc. stay details with hotels, bungalows villas, etc.
- Arrangements and coordination with the decoration team & show flow.
- Managing guest list around 8000 people, More than 16 hotels, 6 row houses, 3 villas & 200 cars,6 luxury Buses ,4 tempo traveller & 2 luxury cars. Managing 60 volunteer handling designated areas of logistics
- Managing Local Police permission, entertainment license & liquor license. Coordinating with catering services
- Arranging local site seeing tours for outstation guests.
- Collaborated with maintenance, housekeeping and security teams to resolve requests and issues efficiently.
- Collaborated with various team members to meet guests' requests.
- Offered appropriate reservation options based on expected attendees when coordinating events.
- Information regarding reservations and room vacancies. Responded proactively and positively to rapid change.

## OPERATION HEAD & VENUE MANAGER

(July 2017 - July 2018)

### Aspire India, Pune, India

#### Description:

- Reaching out Schools & Colleges for Team enrolment for RFYS Tournaments.
- Coordination with the sports associations and scheduling matches on field as well as online matches and updating live feeds on official portal.
- Budgeting Reliance Foundation youth sports 2017-18(RFYS)
- Conducted national level Football tournament in Pune & Mumbai as a Venue Manager. Venue management & coordination, Team and Vendor management, Hospitality & logistics.
- Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
- Mitigated business risks by working closely with staff members and assessing performance.
- Trained and guided team members to maintain high productivity. and performance metrics.
- Developed and implemented high-quality work environment as measured through employee satisfaction ratings.

## AWARDS AND ACHIEVEMENTS

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- Awarded as “STUDENT OF THE YEAR” in 10<sup>th</sup> std.
- Awarded as “STUDENT OF THE YEAR” in 12<sup>th</sup> std.
- Successfully completed training for Interview skills and personality-development.
- Participated in a Poster Presentation Competition.
- Participated in the program YOUNG CHEF IN KITCHEN conducted at IIHM,Pune.

## EXTRA CURRICULAR ACTIVITIES

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- Been a part of Sunburn music festival Pune as a food and beverage manager. (1-week event )
- Artists management for Amit Trivedi for ROYAL STAG MIRCHI MUSIC AWARDS. ( 3 days event )
- Volunteer for CEAT ULTIMATE TABLE TENNIS TOURNAMENT, PUNE. (1-week event )
- Volunteers for MIRCHI MUSIC AWARDS, Mumbai crowd management.
- Backstage management for Bappi Lahiri concerts, Pune.