

# Ishita Popli

## Event Manager

### Summary

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Talented Event Coordinator savvy to current trends in business, private, and charitable events. Organized in coordinating plans and resources with consistent on-time delivery. Successful at running smooth events of different sizes. Also, a dedicated professional with demonstrated strengths in customer service, time management, and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

### Qualification

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#### **BBA in Event Management**

2018 -2021

#### **National Institute Of Event Management, Mumbai**

- 1st year- GPA- 7.90
- 2nd year- GPA- 7.50
- 3rd year- GPA- 8.20

#### **MSc in Event Management**

Jan,2022- Jan,2024

#### **Bournemouth University**

#### **Certificate ,Brand Management**

Jan,2022- May,2022

#### **Indian Institute of Management ,ROTHAK**

### Education

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#### **12th Standard**

2015

#### **Delhi Public School,Bhilai**

CBSE Board : 72.4%

#### **10th Standard**

2013

#### **Dehi Public School , Bhilai**

CBSE Board: 7.2 CGPA

### Work Experience

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#### **Event Associate**

August 2020-  
December 2020

#### **Craftin'Images - Mumbai**

AAROHAN was an IP event. It was an online platform for showcasing talent such singing, dancing and acting.

- Assisted with developing, planning, and implementing strategies to promote large- and small-scale events.

- Promoted events through targeted social media campaigns, brand ambassador partnerships, and

### Personal Details

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#### **Address**

Flat number- 040, Bailey Point, 2 Oxford Road,Boscombe, Bournemouth BH8 8GR

#### **Email**

ipopli1997@gmail.com

#### **Phone**

+(44)7423727347

email newsletters.

- Executed events with consistently high standards of organization, service quality, and enthusiasm for client objectives.
- Elevated event staff performance with skilled leadership, motivation, and discipline.
- Managed every aspect of each event, including handling administrative details, responding to inquiries and distributing promotional materials.
- Marketed events using digital, and social media strategies.
- Developed designs and content for marketing and executing diverse events.
- Upheld company branding standards and voice across social media and different events.
- Created and wrote blog posts and other content.

## Skills

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- Event Planning
- Microsoft office
- Event Coordination
- Event Marketing
- Social Media Marketing
- Client Relationship Management
- Critical Thinking
- Vendor Management
- Task Prioritisation
- Content Creation

## Freelancing Experience

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- Have an experience of 2 years working in wedding ,conferences, award shows , T.V show finale and concerts. Have done more than 50 events
  - I have also done my personal project which was an 25th or silver jubilee anniversary event.In which my team managed the entire event from production to execution of event in budget of 25 Lakhs INR
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