

CONTACT

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PROFESSIONAL SUMMARY

- Detail-oriented and client-focused event management professional with extensive experience in organizing and executing high-profile events. Proven expertise in client service management, logistics, and overall event coordination. Adept at fostering client relationships and ensuring seamless event execution. Strong communication skills and ability to manage multiple projects simultaneously

OBJECTIVE

Seeking a challenging role in event management where I can utilise my extensive experience in client Service Management, logistics and overall even coordination to contribute to the success of a dynamic organisation.

EXPERIENCE

2023 - 2024

- **Event Manager**

The Vara Wedding

- Coordinated closely with clients and vendors, overseeing overall event management from concept to completion.
- Handled logistics, including vendor booking and finalization, ensuring timely and efficient delivery of services.
- Provided regular updates on decoration design, sun board design, and guest communications, maintaining clear and consistent communication with all stakeholders

Key Events:

- Bhopal Jalsa Retreat, Neelbad: Transformed a standard wedding into a memorable destination wedding through meticulous planning and coordination. Managed all aspects of the event, including venue selection, decoration, guest accommodation, and entertainment.
- Lucknow Destination Wedding: Managed all aspects of a large Muslim wedding, including handling the F&B department to ensure an authentic and enjoyable experience. Coordinated traditional rituals and integrated local cultural elements to enhance the guest experience.
- Jabalpur Themed Events: Worked closely with clients and decorators to create themed events featuring Instagrammable pool parties, DJ performances on trucks, and other unique elements. Ensured seamless execution of all activities, enhancing the overall guest experience.
- Aurangabad Reception: Successfully managed a grand wedding reception with 2500 guests, overseeing every detail to ensure a flawless event. Coordinated logistics, managed vendor relationships, and ensured guest satisfaction throughout the event

2022 - 2023

- **Event Coordinator**

Mihir Events and Services

- Eged client services, resolved issues, and provided comprehensive event details, ensuring client satisfaction and successful event outcomes.
- Fostered a friendly environment to understand client goals and interests, tailoring event services to meet their specific needs.

2021 - 2022

- **Freelancer**

Freelancer Event Management Project

- 11-16 Nov - Adorn Event (Logistics Management) - Royal Heritage, Rajasthan
- 19-21 Nov - The Event Tales (Production Management) - Agrasen Hotel, Ahmedabad
- 23-27 Nov - AP Events (Hospitality & RSVP) - Science City, Ahmedabad
- 29 Nov - 1 Dec - JSR (Logistics Management) - Novotel Hotel, Ahmedabad
- 3-8 Dec - Details by Nikita Koteja (Client Service Management and Logistics Management) - Aaryan Grand Resort, Ahmedabad
- 10-12 Dec - Point Black (Production Management) - Santoor Farm, Ahmedabad
- 15-18 Dec - Marcom (Production Management) - Indian Institute of Management, Ahmedabad
- 23-26 Dec - Mihir Events (Overall Management and RSVP) - Udaipur
- 3-7 Jan - Point Black Event (Food and Beverages Management) - JW Marriott, Mussoorie
- 17-20 Jan - Mihir Events (Overall Management) - Sidhpur, Gujarat
- 28 Jan - AP Event (RSVP) - Iskon Platinum, Ahmedabad
- 3-5 Feb - Mihir Event (RSVP) - Taj, Ahmedabad
- 9-10 Feb - Mihir Events (RSVP) - Mount Abu, Rajasthan
- 12-13 Feb - Mihir Events (RSVP) - Spectrum Resort, Udaipur
- 14-16 Feb - True Event (RSVP and Hospitality Management) - The Ananta, Udaipur
- 30 April - Mihir Events (RSVP) - Spectrum Resort, Udaipur
- 5-6 April - Mihir Events (RSVP and Hospitality Management) - Corporate Events

EDUCATION

- **National Institute of Event Management - Ahmedabad**
Post graduate diploma in Advertisement, Media and Event Management
- **IES College of Technology- Bhopal**
Bachelor of Business Administration

SKILLS

- Leadership
- Vendor Negotiation
- Team Player
- Quick Learner
- Time Management
- Problem Solving
- Team Coordination
- Client Service Management
- Logistics Management
- Even Planning and Execution
- Public Speaking
- Budgeting and cost control
- Crisis Management
- Strategic Planning
- Onsite event Coordination

INTERESTS

- Travelling
- Reading
- Photography
- Networking
- Volunteering

LANGUAGES

- English
- Hindi