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**Pranavi Sharma**

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Leeds, West Yorkshire

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**Objective:**

Enthusiastic and dedicated Sports Events Management student with hands-on experience in event planning, customer service, and team coordination. Seeking casual roles as Bar Back, VIP Supervisor, Customer Service and Athlete management, Coaching and teaching primary students.

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**Education:****Msc Sports Events Management**

Leeds Beckett University, Leeds, West Yorkshire

Expected Graduation: June 2025

**Relevant Coursework:**

- Event Planning and Coordination
- Marketing and Promotions
- Hospitality Management
- VIP handling
- Risk Management in Events

**Bvoc Retail Management and IT**

Jesus and Mary College, University of Delhi

2019-2022

GPA- 8.222/10

**Relevant Coursework :**

- Principles of Retailing
  - Retail Marketing and Promotions
  - Consumer Behaviour
  - E- Commerce Management
  - Customer Relationship Management
  - Visual Merchandising
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Experience:

**Sponsor Scout (Intern)**

Sponsor United, USA (Remote)

June 2024- Present

**Events Intern**

Prime Events , New Delhi

Jan 2023-2024

- Assisted in planning and executing corporate events, weddings, and social gatherings.
- Coordinated with vendors and suppliers to ensure timely delivery and setup.
- Managed event logistics, including registration, seating arrangements, and audio-visual equipment.
- Provided on-site support during events, resolving issues promptly to ensure smooth operations.

**Part time teacher and coach (Primary and middle school)**

Khaitan Public School, Sahibabad, India

February 2020- December 2023

- Planned and conducted training sessions for the school's sports teams.
- Taught fundamental skills and strategies for various sports, promoting teamwork and sportsmanship.
- Monitored student-athletes' academic performance and provide support to help balance sports and studies.
- Filled in for regular teachers in various subjects and grade levels.
- Maintained classroom discipline and ensured continuity of instruction

**Customer Relationship Representative (Part time)**

Decathlon India , Delhi

February 2020 – October 2020

- Provided exceptional customer service in a fast-paced retail environment.
- Handled customer inquiries, complaints, and transactions efficiently.
- Assisted in inventory management and product displays.
- Trained new employees on customer service protocols and store procedures.

**Sports Events Intern**

Anoma, Delhi

August 2019 – December 2023

- Assisted in planning and organizing sports events, including tournaments, games, or races.

- Coordinated logistics such as venue selection, permits, equipment rentals, and transportation.
- Helped with setup and breakdown of event facilities, ensuring everything ran smoothly on event day.
- Provided assistance to athletes and teams during training sessions, practices, and competitions.
- Assisted with equipment management, distribution, and maintenance as needed.

### **Volunteer - National women's Football Championship 2019**

### **Volunteer- Khelo India University Games**

2019

#### **Sports Secretary**

Jesus and Mary College, Delhi University, Delhi

September 2019– September 2020

- Supported the setup and breakdown of event spaces for community events.
- Assisted with crowd management and guest services during events.
- Coordinated activities and provided information to attendees.
- Organised inter-college sports tournaments, matches, and events on behalf of Delhi University.
- Provided support and guidance to student athletes and sports teams representing Delhi University in competitions.
- Assisted in the recruitment and selection process for university sports teams.
- Organised training sessions, practice matches, and coaching clinics to enhance the skills and performance of athletes.
- Acted as a liaison between the sports department, university administration, student body, and external stakeholders.
- Managed on-site operations during sports events, ensuring adherence to rules, regulations, and safety protocols.

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Skills:

- **Event Planning and Coordination:** Proven ability to organise and execute events from conception to completion.
  - **Communication:** Excellent verbal and written communication skills, adept at interacting with diverse groups.
  - **Customer Service:** Strong focus on delivering high-quality customer experiences.
  - **Teamwork and Leadership:** Effective team player with leadership experience in coordinating teams.
  - **Problem-Solving:** Ability to handle unexpected challenges and find quick solutions.
  - **First Aid Certified:** Knowledgeable in basic first aid and safety protocols.
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Certifications:

- IAYP, Silver Medalist
  - First Aid and CPR Certification, American Red Cross
  - Health and Hygiene certification, WHO
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Extracurricular Activities:

- Captain , Senior States Basketball women's team 2021
  - Captain , University Netball team
  - National Netball player
  - National Basketball player
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References:

Available upon request.

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