# Manish Kumar Chaubey

Event Manager - Operations  
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## Professional Summary

Dynamic Event Manager with extensive experience in planning, executing, and managing high-profile events, corporate functions, exhibitions, and political rallies. Proven track record of delivering exceptional client service and fostering long-term relationships while ensuring seamless operations and logistical excellence. Adept at team leadership, vendor negotiations, and budget management to achieve project-specific ROI.

## Key Skills

• Event Planning & Execution  
• Client Servicing  
• Vendor Management  
• Budget Management  
• Leadership & Team Building  
• Venue & Space Management  
• Multi-Project Coordination  
• Innovative Engagement Activities  
• Logistics Management

## Professional Experience

### Manager - Operations and Client Servicing

N.K Kapur Co. Pvt. Ltd. | September 2022 – Present

• Managing dual responsibilities of Operations and Client Servicing while leading a team.

• Ensured smooth operations through meticulous venue measurements, security setups, and material logistics.   
• Successfully executed diverse high-impact projects, including:  
 - Poshan Utsav 2022 (India Gate, New Delhi)  
 - Hockey World Cup 2023 (Rourkela, Odisha)  
 - Saras IITF 2024 (Pragati Maidan, New Delhi)  
• Collaborated with clients like FICCI, CII, Ministry of Rural Development, and others.

### Assistant Manager - Operations

Engage4more (I) Pvt. Ltd. | September 2013 – May 2020

• Oversaw end-to-end event execution, from client briefing to post-event presentations.  
• Successfully organized events with 12,000+ attendees, handling logistics, local permissions, and technical requirements.  
• Delivered notable projects such as:  
 - Coca Cola Annual Day 2016  
 - KPMG Annual Conference 2018  
 - Hughes India 25th Anniversary 2020

- Encore Townhall Day 2014-2019

• Supervised cross-functional teams, ensuring timely and cost-effective event delivery.

### Assistant Cameraman

World Media Infotainment | July 2012 – August 2013

• Supported impactful shoots, including the Greenpeace campaign.  
• Contributed to high-quality corporate AVs for clients like SBI and Schneider Electric.

## Education

Master of Mass Communication | Kurukshetra University | 2013 – 2015  
Bachelor of Journalism and Mass Communication | GGSIP University | 2009 – 2012

## Languages

• English  
• Hindi  
• Bhojpuri  
• Maithili

## Expertise

• Negotiation  
• Leadership  
• Multi-Tasking  
• Client Relationship Management