# 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