

# RUCHI TRIVEDI

## SUMMARY

I have total experience of 14 years in hospitality (IT software sales, front office and reservation) and event planner which involves handling staff, customers, contractors/vendors, budgeting and financial aspects for smoothing functioning of events.

## OBJECTIVE

Joining a reputable group as an events manager, where I can manage and execute all events by utilizing my creativity, experience and excellent management skills to ensure that the events reach their required goals.

## ADDRESS

Thane, 421204

## PHONE

8107357092

## EXPERIENCE

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### FEB 2023 - TILL DATE

Business Development Manager | Socio Live

Exhibition & Event organizer, Wedding Décor, virtual events, live streaming, Hybrid Events II Video Conferencing, Corporate Films, Live Webcast, Production & Logistics Specialist, Corporate Travel and Mice Planning & Activities.

### JAN 2021 - JUN 2023

Wedding and Event Planning | FREELANCER

Managing both private and corporate events which include cost management, event execution, artist coordination, MICE, venue management. & weddings, cultural events, exhibition etc.

### JUL 2019 - APR 2020

Business Development Manager | NOWFLOATS

Handling product sales, and E-Commerce website product management & Customer Support for Hospitality for Rajasthan Region.

### FEB 2018 - APR 2019

Sales and Reservation Manager | DOLMAAR RESORTS

Handling hotel Sales and Reservation for Uttarakhand and Delhi region.

### SEPT 2016 - JAN 2018

Territory Assistant Sales Manager | HOTELLAUNCHER.COM

Handling hotel contracting and PMS sales for entire Rajasthan region.

### OCT 2014 - AUG 2016

Assistant Manager | My Travel Maker

Stay up to date on the latest travel industry news and trends, such as cultural events and emergency situations. Provide information and recommendations to clients regarding their future

## EMAIL

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## LINKEDIN

<https://www.linkedin.com/in/ruchi-trivedi04/>

destinations along with planning tailor made itineraries as per client request and query handling of clients. Coordinate transportation, reservations, and accommodations on behalf of clients.

### JAN 2013 - SEPT 2014

Front Office Executive | HOTEL AMANTRA

### 2012-2013

Front Office Executive | HOTEL AMBIENCE

### 2011-2012

Front Office Executive | HOTEL SAPPHIRE

### 2010-2011

SEO executive | ELIXIR TECHNOLOGIES PVT. LTD

## EDUCATION

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B.COM | MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

HIGHER SECONDARY & SENIOR SECONDARY | RBSE

## SKILLS

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Hands on experience MS Office, MS Power Point & MS excel.

Ability to work in teams derived from diverse sources.

Mellifluent and ready-wit.

Good communication, excellent time management and organizing skills

Effective customer handling skills.

Managing travel and tours, Holiday Packages, Reservation.

## PERSONAL DETAILS

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Date of Birth: 04<sup>th</sup> June 1990

Gender: Female

Hobbies: Travelling

Language Proficiency: Hindi, English, Gujarati, Marathi, and Mewari