|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | |  |  | | --- | --- | | **SAFA ANSARI**  Malad, Mumbai, India | RESUME | |
| Core Competencies Creative and Articulate with rich experience of over 10 years in Planning, Managing and Executing Events, Learning & Development and Mentoring  Superb organizational skills, Ability to prioritize, Multi-Task, Lead and Direct  Solution based approach, Active listener and learner  Excellent team management, Enthusiastic, inter-personal skills and self-motivated  Strong Vendor Network in India  Languages – Fluent in English, Hindi, Sindhi and Marathi   Contact PHONE:  8898870346  EMAIL:  [Tabs.saf@gmail.com](mailto:Tabs.saf@gmail.com)  sransari@yahoo.com |  | OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executing a challenging role in a fast-paced working environment, creating activities, utilizing thoughtful leadership and communication skills. areas of expertiseEnd to End Project Management  * Leader and Active Team Player * Client Management * Corporate Events * Soft Skills Training * Artist/ Celebrity Management  Education Graduation in **Commerce** – Mumbai University (2007)  *Certified as a* ***“Secretarial Practice”*** *from Govt of Maharashtra Industrial Training Institute(July’06)* Personal details Date of Birth : 15-11-1986  Husband Name : Sualeh Tabish Ansari  Nationality : Indian  Marital Status : Married.  Language Known : English, Hindi, And Marathi.. Work Experience Ice Global | January 2012– Present  Assistant Manager – CORPORATE EVENTS  Handling the events team of 10 people. Managed International and Domestic Events  Key Achievements:   * Managed the Senior Management Conference across the globe for a highly reputed Group for 500 senior managers in Finland and Italy * Managed 2 Large Events in Hyderabad for a Tech Company for 350 leaders * Managed a customer event for 1000 people for an International Association * Managed a HR event for 300 HR heads for a Group Company * Executed Events in Finland, Italy, China, South Africa etc. * Worked with Brands like Mahindra Group, Tech Mahindra, Atlas Copco, IPGA, Mahindra Lifespaces, Blue Star, Siemens, Indospaces Asian Pains, Eureka Forbs etc. * Key Role: Total Event Planning, Client interface, Management, Costing, Executing and Making the Events P & L statements * Campus to Corporate sessions on Communication, Attitude, Mindset and Soft Skills for Mahindra Automotive across all plants pan India for the last 4 years * Campus to Corporate sessions on Communication, Attitude, Mindset and Soft Skills for Blue Star for GET’s PGET’s in Mumbai and Chennai * Mentorship Programs for Mahindra across the country * Road Safety Session for Mahindra AQ, across the country for all Engineering Colleges, IIT’s and IIM’s promoting Road Safety * Team Building sessions for Atlas Copco, Siemens, Wizcraft International, WIzcraft MIME     Keerti computer Institute| March 2007 – DEC’11  COUNSELLOR – LEARNING & DEVELOPMENT  Handling the Training Team of 3 trainers and Freelance Trainers  Key Achievements:   * Campus to Corporate sessions on Communication, Attitude, Mindset and Soft Skills for Mahindra Automotive across all plants pan India for the last 4 years * Handled Education Counseling * Having the Knowledge of all the IT professionals course * Handled daily calls, follows up the students for registrations. * Handled the petty cash reports looked after the bills. * Handling the admin work and maintaining registers. |
|  |  |  |