|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |

|  |  |
| --- | --- |
| **SAFA ANSARI**Malad, Mumbai, India  | RESUME |

 |
| Core CompetenciesCreative 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 DirectSolution based approach, Active listener and learnerExcellent team management, Enthusiastic, inter-personal skills and self-motivatedStrong Vendor Network in India Languages – Fluent in English, Hindi, Sindhi and Marathi  ContactPHONE:8898870346EMAIL:Tabs.saf@gmail.comsransari@yahoo.com  |  | OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Executing a challenging role in a fast-paced working environment, creating activities, utilizing thoughtful leadership and communication skills.areas of expertise End 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 detailsDate of Birth : 15-11-1986Husband Name : Sualeh Tabish AnsariNationality : IndianMarital 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 EventsKey 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’11COUNSELLOR – 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.
 |
|  |  |  |