

GAURAV THAKUR

☎ +91 96731 82754 | ✉ gauravq713@gmail.com | 🔗 LinkedIn: <http://surl.li/rzbpl>

Professional Summary

Creative and detail-driven Event Management Professional with over 4 years of hands-on experience planning, coordinating, and executing large-scale events including exhibitions, corporate conferences, fundraisers, and weddings. Adept at juggling multiple projects in high-pressure environments while maintaining exceptional quality and client satisfaction. Strong expertise in production logistics, vendor coordination, and on-site event management across top venues in India. Passionate about delivering memorable and seamless event experiences.

Professional Experience

Production Manager

Synergy Marcom | May 2024 – Present

- Spearhead end-to-end event production, from vendor selection and negotiation to final delivery.
- Manage AV setups, catering, logistics, venue contracting, and budget tracking.
- Coordinate cross-functional teams and external partners to ensure smooth execution.
- Analyze event metrics and conduct post-event debriefs for continuous improvement.
- Foster strong client relationships and serve as a point of contact throughout the event lifecycle.

Event Manager (Freelancer)

Pan India | 2021 – Present

- Lead planning and coordination for private and corporate events across various cities.
- Develop event concepts, proposals, and timelines in alignment with client goals.
- Oversee on-ground execution, logistics, vendor coordination, and crisis management.
- Ensure seamless guest experience, budget optimization, and brand alignment.

Hall Manager (Freelancer)

JCC, Pragati Maidan, Nesco, BIEC | 2020 – 2023

- Managed pre-event setup, exhibitor support, and logistical arrangements at major venues.
- Oversaw operations for top trade exhibitions, ensuring technical readiness and facility standards.
- Coordinated with vendors, caterers, tech teams, and security to maintain event excellence.
- Conducted post-event evaluations to identify improvements and streamline processes.

Education

Bachelor of Mass Media & Communication

University of Mumbai | July 2021 – March 2024

Technical Skills

- CorelDraw, Photoshop, InDesign, Premiere Pro
- MS Office Suite, PowerPoint
- Languages: Fluent in English, Hindi, Marathi

Key Strengths

- Vendor & Stakeholder Management
- Event Budgeting & Reporting
- On-site Operations & Crisis Handling
- AV Production & Technical Setup
- Strategic Communication & Client Servicing
- Venue & Logistics Coordination