

KESHVI PATEL

Pune | Jamshedpur

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Professional Summary

- Energetic and detail-oriented aspiring Event Coordinator with experience leading large-scale student and community initiatives.
- Adept at organizing events, managing teams, and ensuring smooth logistical execution.
- Strong communicator with a background in stakeholder engagement, fundraising, and cross-functional collaboration. Proven ability to manage tight deadlines and deliver engaging, impactful experiences.

Education

R V College of Engineering <i>Electronics and Communication Engineering (CGPA 8.26)</i>	June 2019 - August 2023 <i>Bangalore, Karnataka, India</i>
Carmel Junior College <i>Class 12 (Percentage 94.25)</i>	April 2017 - April 2019 <i>Jamshedpur, Jharkhand, India</i>
Carmel Junior College <i>Class 10 (Percentage 97.2)</i>	March 2004 - April 2017 <i>Jamshedpur, Jharkhand, India</i>

Event Management and Leadership experience

Secretary - Rotaract Club of RVCE <i>Bangalore</i>	July 2021- June 2022
- Managed 2800+ members in South Asia’s 5th largest institution based Rotaract Club. - Coordinated logistics, volunteer teams, communications, and partnerships for events like fundraisers, orphanage visits, and clean-up drives. - Led “Paper Donation Drive” collecting 13.2 tonnes of paper in 8 hours; awarded Best Fundraiser.	

Professional Experience

ZS Associates <i>Decision Analytics Associate</i>	February 2024 - Present <i>Pune</i>
- Conducted market analysis for a US-based pharmaceutical oncology portfolio, influencing strategic decisions. - Led the exploration and analysis of newly introduced third-party dashboards, developing a comprehensive understanding to extract valuable insights and build relevant attributes.	
Honeywell <i>Software Engineer Intern</i>	March 2023 - August 2023 <i>Bangalore</i>
- Automated the process of creating a Grafana dashboard; decreased time spent on the manual process by 70%. - Worked on making a utility which checks the health of various APIs being called in an application	

Technical Skills

- Event Skills: Event Planning, Budget Management, Volunteer Coordination, Stakeholder Engagement
- Tools : Microsoft Excel, PowerPoint, Canva

Soft Skills

Effective Team Leader, Time Management, Public Speaking, Event Management, Communication

Languages

English, Hindi, Gujarati, Bengali