Contact

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www.kumaravi.in

Ravi Kumar

Sr. Executive Operations

PERSONAL STATEMENT

An experienced conference management professional with over 5 years of experience. Work excellence, loyalty, team player, enthusiastic, learner and continuous development are some of the key attributes.

A thorough believer of solutions under any circumstances. Cool head and ability to set clear and achievable goals is what experience has added to my professional personality. Ability to work long hours with high level of efficiency.

WORK EXPERIENCE

July 2024–Present

New Delhi

MCI India Pvt. Ltd., New Delhi, India • **Sr. Executive Operations**

- Manage the online registration system for conferences and events.
- Ensure accurate and timely data entry of attendee information.
- Respond to inquiries from attendees regarding registration and event details.
- Coordinate with the event planning team to ensure all registration requirements are met.
- Generate and distribute registration reports to relevant stakeholders.
- Assist in the preparation of registration materials and badges.
- Provide on-site support during conferences to handle any registration-related issues.
- Maintain and update the registration database as needed.
- Ensure compliance with data protection and privacy regulations.

Sept. 2021–Jan 2023

New Delhi

Bio Trend Energy Pvt. Ltd., • **Executive Operations**

- Handling the contact details of the vendor and clients
- Look after the all the activities of the office as required by the directors
- Provide assistance with different budgeting and bookkeeping activities
- Supervise cleaning crew and cleanliness of office space
- Coordinate and participate in office space planning, maintenance, and renovations when necessary
- Coordinate with the plant and update daily production data from the factory

- Look after the purchase order
- Keep databases in check and update them regularly Maintained a consistent 'A' rating in customer experience satisfaction surveys

Aug 2020 – May 2021

New Delhi

Innoscripta GmbH, *Freelance* • **{ Data Entry Specialist }**

- Data Entry
- Data Labeling
- Any other additional services related to data entry process and IT support assigned by Client to Contractor during the term
- of this agreement.
- Managing and entering data from docs to online software.
- Team Management

June 2018 – Sept 2019

New Delhi

KW Conferences Pvt. Ltd., • **{ Executive}**

- Main core was the handling the database of the project
- Research and Development in the database like contact details, email ID of marketing team and director, nature of business, and what kind of product and services that companies providing.
- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Serving to the MD for meetings files and updating the timeline of work
- overall, handling the bulk mailing of the Project for clients and reporting to Marketing Team and Director for any lead we got for the project.
- Work with senior developer to manage large Projects timeline.
- Completing detailed of Companies contact, services Etc
- work with Project head if there is any update required in website and social media for reaching our target audience
- handled all the physical files related to project like brochure, Poster, Standee,
- remarkable experience maintaining data bases
- Familiarity with data report automation tools
- Amazing ability to manage multiple tasks
- Outstanding ability to resolve problems
- Maintained data bases, reports, spread sheets and forecasts.

EDUCATION

- Graduated in B.A (Prog) from Delhi University - May, 2017
- 12th Passed from CBSE Board - May, 2014
- 10th Passed from CBSE Board. - May, 2012
- Diploma in computer application from (NIIT) – 2016

SKILL HIGHLIGHTS

- Data research and development
- Data Management
- Project management
- Strong decision maker
- Complex problem solver

- Bulk Mailing
- MS Office
- Data mining
- Social Media Marketing

HOBBIES & INTERESTS

Cricket, Music