

Tanvi Singh

Event Sales Executive



3 Years 0 Month



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Tanvisingh2804@gmail.com



Profile Summary

Experience 3 years as an Event Sales Executive at @Compass Group, Supporting American Express Workplace Gurugram, Haryana



Key skills

- ms office
- power point presentation
- ms office word
- excel sheet
- excel powerpoint
- excel report preparation
- presentation specialist
- excel
- event management
- event planning
- event production
- event handling
- event sales
- food costing
- food processing
- Food production Faculty
- Food products



Personal Information

City **New Delhi**

Country **INDIA**



Hobbies

- Travelling
- Music
- Entertainment



Education

MBA/PGDM, 2025

Dr DY Patil Institute of Management,
Pune

BHM, 2022

IHM panipat

12th, 2018

Bihar, English

10th, 2016

Bihar, English



Work Experience

Apr 2024 - Present

Event Sales Executive

Compass Group Supporting American Express

Roles & Responsibilities: -

Event Planning & Management

- Collaborate with clients to understand event objectives, themes, and requirements. •Develop detailed event proposals, timelines, and budgets.

- Coordinate with vendors, venues, and suppliers to secure services, including décor, entertainment, and catering.

- Oversee permits, licenses, and compliance with health and safety regulations. Event Operations & Handling

- Supervise event setup, execution, and breakdown processes.

- Ensure all logistics, including AV, seating, and lighting, are aligned with the event plan.



Languages

- English
- Hindi



Extra curricular

Community, Support, TeamWork

Actively participate in community service initiatives, providing support and assistance to those in need, fostering a spirit of compassion and teamwork.

- Act as the main point of contact during events to address issues or last-minute changes.

- Conduct post-event evaluations to gather feedback and assess performance. Food Costing & Catering Coordination

- Collaborate with catering teams to develop menu options based on client preferences and budgets.

- Analyze and manage food costs to maintain profitability.

- Monitor portion sizes, ingredient usage, and waste management to optimize efficiency.

- Ensure food safety standards are met throughout the event. Budgeting & Reporting • Track expenses and manage the overall event budget effectively.

- Prepare and present financial summaries and post-event reports to stakeholders.

- Identify cost-saving opportunities without compromising quality.

Sep 2023 - Apr 2024

Sales Executive

Seyfert Sarovar Premiere

Roles & Responsibilities: -

- Managing and promoting banquet sales.

- Meeting the guests and doing the show rounds of the event spaces. Produce quotations and written confirmation to all clients.

- Coordinating with the operations team for maximizing guest satisfaction by meeting their anticipations.

- Compose, publish, and distribute Banquet event order (BEO) / Banquet Function Plan (FP) to all department heads and personnel who are involved in servicing banquets function.

- Working with management and other heads of departments at all times and assisting in carrying out special requirements and duties necessary in adding to the guest's general comfort and well-being.

- Monitoring Guest satisfaction regularly and resolving any outstanding issues to ensure future business.

- Coordinating with Banquet operations on a timely basis to ensure complete Guest satisfaction

May 2022 - Aug 2023

Sales Supervisor

Seven Seas Hotel

Roles & Responsibilities: -

- Develop and implement strategies to increase banquet sales and meet revenue targets.

- Conduct market research to identify potential clients and business opportunities.

- Build and maintain relationships with clients, event planners, and other stakeholders.

- Collaborate with the marketing team to create promotional materials and campaigns to attract banquet bookings.

- Meet with clients to understand their event requirements and

preferences.

- Conduct tours of event spaces to showcase facilities and discuss available options.
- Provide detailed information on services, packages, and pricing.
- Prepare and present quotations to clients and ensure written confirmation of bookings. • Handle payments and billing processes for banquet services.
- Prepare and present bills to clients in a timely manner. o Present menu options to clients and make adjustments as needed.
- Ensure that dietary restrictions and special requests are accommodated.



Internship

1 Months

Industrial Training

Club Mahindra

- Conducted market research and analysis leading to a 15% increase in customer engagement within one month.
- Implemented a new data management system, resulting in a 20% improvement in data accuracy and efficiency.
- Assisted in the development of a comprehensive project report, contributing to improved project understanding and decision-making.

6 Months

Intern

ITC Group Hotel

- Facilitated smooth guest check-ins, check-outs, and reservations, enhancing customer satisfaction.
- Supported seamless food and beverage service operations, ensuring efficient service delivery.
- Maintained high standards of cleanliness and upkeep in assigned areas, contributing to a welcoming environment.
- Collaborated with different departments to ensure cohesive guest experiences, fostering positive feedback.
- Adhered to ITC's service standards and protocols, contributing to a consistent and impeccable guest experience.
- Addressed guest inquiries promptly, delivering a high level of customer service and support.
- Engaged in daily operational tasks and training programs, enhancing knowledge and skills for improved performance.