

# VAISHNAVI KUSHWAHA

CLIENT SERVICING, EVENT PLANING AND COORDINATION

Experienced professional with 3 years of expertise in sales, event planning, and client servicing. Seeking a challenging position in a dynamic organization to utilize my skills and contribute to the company's success. Committed to excellence, efficiency, and continuous improvement.

## CONTACT

+916376831563

[Vaishnavikush10@gmail.com](mailto:Vaishnavikush10@gmail.com)

[Linkedin](#)

New Delhi, India

## SKILLS

- Client Servicing
- Event Planning and Coordination
- Sales and Marketing
- Team Leadership
- Data Analysis
- Microsoft Excel

## EDUCATION

### Bachelor's in Commerce

#### Maitreyi College, University of Delhi

June 2020 – May 2023

SGPA: 8.63

### 12th Standard

#### Army Public School, Itarana, Alwar, Rajasthan

April 2019 – May 2020

Percentage: 88%

## LANGUAGES

English 

Hindi 

## WORK EXPERIENCE

### Client Servicing Executive

AFP Ideas & Execution Pvt Ltd

Nov 2023 – July 2024

- Negotiated with internal and external stakeholders.
- Proposed innovative ideas and communicated effectively.
- Built and maintained constructive relationships.
- Participated in strategy meetings and budget discussions.
- Managed event execution, interacting with clients to understand their requirements.
- Ensured attention to detail and met deadlines, handling multiple tasks.
- Managed pre-event, on-site, and post-event requirements.
- Worked effectively with cross-functional teams.

### Client Servicing Executive

Matchbox Ventures Pvt Ltd

Nov 2023 – Jan 2024

- Contributed to pitch presentations and coordinated creative deliverables for clients.
- Managed client relationships, both existing and new.
- Led brainstorming sessions and collaborated on marketing campaigns.
- Analyzed data to derive insights on brands, competitors, and trends.
- Coordinated public relations and outreach initiatives, including media releases and company announcements.

### Team Leader

, The Skillians

Jun 2022 – Oct 2023

- Set clear and achievable sales targets for the team.
- Provided training to enhance team members' sales skills and product knowledge.
- Monitored sales performance and maintained a motivating work environment.
- Mediated disputes and provided solutions to promote cooperation and productivity

### Operations Intern,

AILSG

Feb 2022 – Apr 2022

- Managed event planning, including venue selection, vendor management, and marketing.
- Increased event attendance by 25% through strategic invitations.
- Coordinated with international organizations to secure keynote speakers, enhancing event prestige by 80%.
- Secured participation from well-known personalities, boosting event buzz and media coverage by 15%.

### Operations and Client Servicing Intern

Knot & Celebrate

Jan 2022 – Feb 2022

- Managed event budgets, negotiated vendor contracts, and tracked expenses, reducing event costs by 10%.
- Oversaw event logistics, achieving a 95% satisfaction rate among attendees.
- Increased event attendance by 25% through email and social media invitations.
- Collaborated with team members to improve productivity by 15%.

---

## CERTIFICATIONS

- Member of the Abhivyakti Theatre Society
- Member of the Physical Education Department
- Participant in the National Webinar on First Aid in Medical Emergencies, Health & Hygiene Committee
- Proficient in Microsoft Excel

## Sales Intern

Earth.Org

Oct 2021 – Dec 2021

- Achieved weekly and monthly sales targets.
  - Received appreciation for punctuality and meeting targets.
  - Participated in training sessions, enhancing sales skills and product knowledge.
  - Fostered a positive and motivating work environment.
  - Supported team members and resolved disputes, promoting cooperation and healthy competition.
-