

RICHA CHHATANI

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Work Experience:

- Working with **Empyrean Club Jaipur Pvt Ltd (Bardiya Group)** as **Sr. Manager Marketing (April 2019 till date)**
- Worked with **Je Amour** as **Sr. Manager - HR & Admin (Jan 2019 - Sep 2019)**
- Worked with **DGS Translogistics India Pvt Ltd.** as **Sr. Manager - HR & Admin (Jan 2018 - Dec 2018)**
- Coordinated & executed **MCUBE 2018, J W Marriott Corporate Conference** being a part of Opus Media Pvt. Ltd. (**April 2018**)
- Worked with **YPO (Young Presidents Organisation)** as **Event Coordinator (July, 2017 - Jan, 2018)**
- Worked with **TRIMURTY BUILDERS** as **Manager Admin & HR (July, 2015-June, 2017)**
- Managed **CHATKAZZ, MGF Mall** as **Manager Operations & PR (April 12–March 15)**
- Worked with **Dolphins International School, Banipark Jaipur** as **Academic Coordinator (Dec 05 - Aug 07)**
- Worked with **Three P Consultants Pvt Ltd, Mumbai** as a **Recruitment Consultant (Oct 01- Dec 02)**
- Worked with **Tata Infomedia Ltd., Mumbai** as **Sales Executive in the Yellow Pages department (May 00 - Sep 01)**

Job Description -

Having varied experience into **Marketing & Branding, Digital Marketing, PR & Media, Events, HR & Admin, Operations** have had a good exposure to do multitasking.

- **Planning, Budgeting & Execution** of all the Marketing activities. Looking after all ATL & BTL activities, responsible for complete Digital Marketing, Facebook, Instagram, LinkedIn, Twitter, SMS & Emailer Campaigns, Website Management, dealing with the advertising agencies for all marketing creatives & planning as needed. Responsible for planning, monitoring & execution of all Events for branding & generating prospects. Sponsorship coordination with Brands like - **Diageo, Pernod, Chandon, T-Series, Mercedes, House of 64 Facets, BMW** & many more. Dealing with **Print media & FM** for promotional activities etc...
- Preparing Annual HR Budgets, execution & monitoring the same, conducting induction trainings so as to enable the new & existing team for better understanding & performance. HR Payroll, Disbursing of Salaries, Biometric attendance, tracking leaves, reimbursements of sales staff, commissions calculations in coordinations with accounts, Annual Appraisals & increments of the staff, Maintaining & updating the PF & ESIC of the staff, handling employee grievances.
- Being the Event Coordinator @ YPO I was responsible for the complete execution of all the main tasks efficiently, making presentations, dealing with vendors, F & B requirements, recruiting & coordinating tasks with the event companies, etc...
Majorly looking after 4 main committees - **Sponsorships, Logistics, F & B & Jaigarh**. In Sponsorships dealing with all the sponsors for their requirements for participation into the 3

day event like **IIFL, Ulysse & Nardin, Audi, AWS, British High Commission, House of Surana's, Jet Airways, Airtel, Bird Group, Rohit Kamra, Sagar Mehra, Priya Tholia** & many more. In Logistics taking care of the complete transportation of the 500+ members attending the Retreat.

- Brand Management, Event Management, Pre & Post Launch of Projects, Expos & all branding & promotional activities.
- Complete dealings for barterers and all marketing and promotion related activities with **Dainik Bhaskar, Rajasthan Patrika, Times Of India, Radio Mirchi, My FM, Tadka, Radio City, DNA, Outdoor Media, Print Media, Social Media**
- Getting the print advertisements, brochures, logos & emailers designed from ad agencies for all the projects.
- Corporate videos & Project Walkthroughs, Newsletters, Blogs.
- Headhunting, Organizing different role plays to train the employees.
- Approaching the existing and also the new clients and explaining them about the benefits of advertising into the yellow pages directory.

Educational Qualifications:

Year of Passing	Degree	Institution / College	Percentage
2020	PGDHRM	Narsee Monjee Institute of Management Studies	70%
1999 - 2000	B.Com	Narsee Monjee College Of Commerce & Economics	63%
1996 - 1997	H.S.C	Narsee Monjee College Of Commerce & Economics	72%
1994 - 1995	S.S.C	St. Louis Convent High School	80%

Courses Attended:

- Fabric Painting, Typing.
- Road Safety Patrol (R.S.P) in school during 1992-95.
- Six months basic course in computers - Dos, Windows95, Ms Office 97, FoxPro.
- Member of Rotract Club of Narsee Monjee College of Commerce & Economics.
- Proud to be a **Fortian**, member of Forti Womens Wing.

Professional Objective:

Association with a corporation where my skills can be challenged to the maximum to be able to contribute in mutual growth in my career as well as the image of the organization.

Personal Profile:

Date of Birth : 26th May 1980
 Husband's Name : Mr. Anoop Chhatani, Finance Manager in Amad (Dubai)
 Marital Status : Married
 Nationality : Indian
 Language Known : English, Hindi, Marathi & Sindhi
 Hobbies : Music, Networking, Socializing & Making Friends.

Date :

(Richa Chhatani)