

## **ANKESH K. JAIN**

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### **Objective:-**

I would like to associate with a growing organization where I can contribute by giving them the best possible result. I assume you to bring to the Organization on a new horizon with my efforts.

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### **Education Qualification:-**

<b>Examination</b>	<b>Year</b>	<b>Board/University</b>	<b>Percentage</b>
B.Com	2013-14	University of Mumbai	52%
H.S.C.	2010-11	Maharashtra Board	54%
S.S.C.	2008-09	Maharashtra Board	56%

### **Addtional Qualification:-**

Certificate in Web Design (Keerti Computer Institute)

### **Experience:-**

#### **Conference Coordinator**

#### **Jasubhai Media Private Limited (24/October/2017 – present)**

- Head hunting of C-Level Executives, R&D heads, Manufacturing heads, Operations heads, Refining heads, Automation heads, Petrochemicals heads in respect to different conferences i.e. Oil & Gas, Refining & Petrochemicals, Industry Automation & Control and EPC (Engineering Procurement & Construction) Conference.
- Formation of Central Advisory Board (CAB) Committee of respective conference
- Schedule CAB Meeting for the conference.

- Coordinate with Editorial Head & CAB Committee to frame the Conference Program & Speaker acquisitions.
- Ensure all speaker profiles are current and accurate.
- Manage speaker logistics, travel & accommodation.
- Revenue generation through delegates, exhibition & Advertisement sales.
- Maintain good relation delegates, speakers, sponsors & exhibitors pre, during & post event.
- Issue invitation letter to delegates, speakers, sponsors & exhibitors for visa purpose.
- Analyze event data to maximize future attendance.
- Travel to different events to promote our events.
- Prepare CEO's Travel schedule & Travel arrangements (Hotel/Air Ticket/Visa)
- Coordinate with the creative department in regards to maintenance of the event website.
- Coordinate with operations team in terms of logistics to ensure seamless execution of events.
- Support Exhibition team by creating sales report, coordinate conference call with all sales personnel's, Invoicing for exhibitors & updating the Hall Layout.

## **Research Associate**

### **Fun And Joy At Work Productions (03/August/2015 – 21/October/2017)**

- Head hunting of C-Level Executives from IT, BPO, Telecommunications & BFSI Sector.
- Client servicing of delegates, sponsors & exhibitors.
- Analyze event data to maximize future attendance.
- Assisting the Project Manager during the event.
- Coordinating for the conferences and awards which is annually every year : World HRD Congress ([www.worldhrdcongress.com](http://www.worldhrdcongress.com)) & Asia Pacific HRM Congress ([www.asiapacifichrmcongress.com](http://www.asiapacifichrmcongress.com))
- Coordinate and manage a large portfolio of assigned speakers.
- Ensure all speaker profiles are current and accurate.
- Manage speaker logistics, travel & accommodation.
- Coordinating with the speakers for the nominations of delegates.
- Revenue generation through delegates, exhibition & sponsorship sales.
- Travel to different events to promote our events.
- Handle the nominations received for the awards and forward it to the Jury to take their final decision.
- Maintain good relation delegates, speakers, sponsors & exhibitors pre, during & post event.
- Coordinate with the creative department in regards to maintenance of the event website.
- Coordinate with operations team in terms of logistics to ensure seamless execution of events.
- Coordinate behind the scenes event set ups as well as execution.

### **Key Skills:-**

- IT Skills (MS Office, Photoshop, Coral Draw, Indesign)
- Logistics management
- Dedicated team player
- Customer Service
- Multi-Tasking
- Time management
- Project Management

**Language Knowledge:-** English, Hindi, Marathi, Gujarati.

### **Personal Details:**

**Name** : - Ankesh Jain  
**Marital Status** : - Unmarried  
**Date of Birth** : - 06/04/1992

**Date:**

**Place:** Mumbai

**Ankesh Jain**