

# Ayushi Agarwal

Event Manager,  
Business Co-ordinator and Career Councillor

## Career Objective

To gain relevant knowledge and experience in every field and attain a position of good person with contributing my knowledge, skills and experience for the advancement of the company while studying and making myself grow with the company.

## Experience

- Apr, 2022- Present** **Business Co-ordinator and councillor**  
*Asansol Ambition Education Welfare Society, Asansol, West Bengal*  
**Responsibilities:**
- Managing the team of teachers for scheduling and easy organisation of classes.
  - Planning and monitoring all routine activities of the organisation.
  - Counselling the students so as the best course can be opted by them
- Apr, 2019- 2021** **Event Management**  
*Kolkata /Asansol, West Bengal*  
**Responsibilities:**
- Work as a team under seniors for the first year.
  - Managing the team as a senior manager for the remaining years guiding the new members to work efficiently and successful completion of event.
- Key tasks completed:**
- Volunteered in Shaadi ology held at Taj Bengal, Kolkata
  - Worked as an administration desk holder in Indian Idol held at Amity University, Kolkata
  - Worked as a supervisor on behalf of HDFC Bank on Teacher Day held in Kolkata.
  - Worked as an administration desk holder in Master Chef held at NSHM, Kolkata.
  - Worked as a volunteer in Dance Plus 5 held at NSHM, Kolkata
  - Worked as a supervisor in FIFA World Cup held at Salt Lake Stadium, Kolkata.
  - Worked as a volunteer in Juniors Kids Fashion Week held at Novotel Hotel, Kolkata
  - Worked as an Intern with Papillon Events Kolkata

## Education

- 2019-2021** **Event Management**  
National Institute of Event Management, Kolkata
- 2019-2022** **B.Com (H), Indra Gandhi National Open University**, perusing (6<sup>th</sup> Semester)
- 2017-2019** **Higher Secondary Schooling under ISC system** (ST. Vincent's High and Technical School, Asansol) securing 70.33%
- 2004-2017** **Primary and Secondary Schooling under ICSE system** (AG Church School, Asansol) securing 73.40%

## Personal Data

### Address

N.S Road Asansol, West Bengal

### Phone

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### Email

Ayushiagarwal608@gmail.com

### DOB

06<sup>th</sup> Day of Nov, 2000.

## Key Strengths

Team Manager

Sound Organiser

Excellent communicator

Good Presenter

## Technical Skills

Microsoft Office

Tally ERP

## Languages

English



Hindi



Reading Novels, Drawing and Painting, Listening to music and cooking