

RESUME



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Ambitious, Innovative, Qualified; B.E. Electronics Graduate from A.I.S.S.M.S. COE,Pune.

Having an inborn quantitative aptitude and determined to carve a successful and satisfying career in the industry.

Looking for a position in the reputed organization for new learning and add some value for the profitability of the organization.

ACADEMIC CREDENTIALS

- **B.E. Electronics** Graduate from A.I.S.S.M.S. COE,Pune.
- **HSC**, Higher Secondary Certificate Examination from Dr. Bapuji salunkhe College, Miraj.
- **SSC**, Secondary School Certificate Examination from NESM School, Miraj.

PREVIOUS ASSIGNMENT

➤ **EVENT MANAGEMENT**

DESIGNATION:- EVENT MANAGER

➤ **Events:-**

- Wedding
- Reception
- Birthday parties
- Convocation
- Corporate Events
- School and College Annual Gadthring

➤ **ART DIRECTION,ART SETUP AND PRODUCTION IN MUSIC VIDEO ALBUMS.**

DESIGNATION:-ART DIRECTOR

[Tips Marathi,Sagarika Music,Saptasur Music,Karvan Music,Universal Music {HINDI},Avdhoot Gupte Music,JSB Production.]

➤ **Job Responsibilities:**

• **Planning and Conceptualization:**

1. To work closely with clients
2. To understand their objectives, budget, and preferences.
3. To create brainstorm ideas and concepts for the event, considering factors such as theme, venue, catering, entertainment, and logistics.

• **Budget Management:**

1. To create and manage budgets for events, ensuring that all expenses are accounted for and kept within the client's financial constraints.
2. To negotiate with vendors to secure competitive prices and maximize value for the clients.

• **Venue Selection and Logistics:**

1. To research and select suitable venues for events based on factors such as capacity, location, facilities, and ambiance.
2. To handle logistics such as transportation, accommodation, audiovisual equipment, and seating arrangements.

• **Vendor Coordination:**

1. To liaise with various vendors and service providers, including caterers, decorators, entertainers, florists, and technical support teams.
2. To negotiate contracts, coordinate schedules, and ensure that all vendors deliver according to the agreed-upon terms.

• **Marketing and Promotion:**

1. Depending on the nature of the event, To involved in marketing and promotional activities to attract attendees. This could involve creating promotional materials, managing social media campaigns, and coordinating with media partners for coverage.

• **On-Site Management:**

1. During the event, To oversee all aspects of execution, ensuring that everything runs smoothly according to plan.
2. To manage staff and volunteers, handle any unexpected issues or emergencies, and ensure that guests have a positive experience.

• **Post-Event Evaluation:**

1. After the event, To conduct post-event evaluations to assess its success and identify areas for improvement.
2. To gather feedback from clients, attendees, and stakeholders, analyze financial performance, and document lessons learned for future events.

❑ **SANKET MULTISPECIALITY HOSPITAL**

• **DEPARTMENT: ADMINISTRATION.**

• **DESIGNATION : PRO (PUBLIC RELATION OFFICER)**

➤ **Job Responsibilities:**

- Oversee the functioning of all departments in a healthcare facility.
- To effectively connect and engage with employees at all levels and patients.
- Developing and implementing PR strategies to enhance the hospital's public image and reputation.
- Coordinating public events such as, health fairs, seminars, and community outreach programs.
- Collaborating with internal departments such as marketing, communications, and patient services to insure consistent messaging.
- Developing an Maintaining communications material such as brochures and newsletter.
- Supervising housekeeping staff.

- Oversee the functioning of purchase department such as Biomedical, stationaries, housekeeping material.

☐ **MRK GROUP OF COMPANIES.**

- **DEPARTMENT: ADMINISTRATION**
- **DESIGNATION : ROUTE RECTIFIER**

➤ **Job Responsibilities:-**

- **Collection and Transportation:** Safely collect biomedical waste from designated locations, such as hospitals, clinics, laboratories, and other healthcare facilities, and transport it to the designated disposal facility.
- **Route Planning:** Plan efficient routes to ensure timely collection of biomedical waste from various locations while adhering to safety regulations and company policies.
- **Vehicle Maintenance:** Maintain company vehicles in good working condition, including regular inspections, servicing, and reporting any issues to the appropriate authorities.
- **Compliance:** Ensure compliance with local, state, and federal regulations regarding the handling, transportation, and disposal of biomedical waste.
- **Documentation:** Maintain accurate records of waste collection activities, including the volume of waste collected, locations serviced, and any incidents or deviations from standard procedures.
- **Safety Procedures:** Follow strict safety protocols to minimize the risk of accidents or exposure to hazardous materials during waste collection and transportation.
- **Customer Service:** Interact professionally with clients and healthcare facility staff during waste collection, addressing any concerns or questions they may have and maintaining positive relationships.
- **Emergency Response:** Be prepared to respond to emergencies, such as spills or accidents involving biomedical waste, by following established protocols and coordinating with appropriate authorities.
- **Training:** Stay updated on best practices, regulations, and safety procedures related to biomedical waste management through ongoing training and professional development opportunities.
- **Environmental Stewardship:** Promote environmentally responsible practices by ensuring proper handling, transportation, and disposal of biomedical waste to minimize negative impacts on public health and the environment.

☐ **L&X LIGHTS**

- **DEPARTMENT: SALES**
- **DESIGNATION: SALES EXECUTIVE.**

➤ **Job Responsibilities:**

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers needs and provide assistance and information on product features
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis "Go the extra mile" to drive sales
- Maintain in-stock and presentable condition assigned areas
- Remain knowledgeable on products offered and discuss available options
- Process POS (point of sale) purchases
- Cross sell products
- Handle returns of merchandise

- Build productive trust relationships with customers

☐ **OTHER SKILLS**

- MS Office including Word, Excel, PowerPoint and Outlook; Internet, E-mails.
- MSCIT Certification.

☐ **PERSONAL DETAILS**

- Languages Known : English, Marathi, and Hindi,
- Marital Status : Married
- Date Of Birth : 02/06/1990.
- Hobbies : Music,Painting.