

# Ritika Shekhawat

## Senior Wedding Planner

Jaipur, Rajasthan · [Phone] · [Email] · [Website or LinkedIn]

### PROFESSIONAL SUMMARY

---

Wedding planner with seven years of experience planning destination and palace weddings across Rajasthan, from intimate ceremonies of 80 guests to three-day celebrations of 900. Leads décor concepts, guest travel, room blocks and vendor contracts, and manages budgets from ₹20 lakh to ₹1.5 crore while keeping families informed through a single weekly update.

### SKILLS

---

Destination weddings · Décor concept design · Vendor negotiation · Guest room blocks · Budget management · Multi-day itineraries · Team leadership · Client consultations · Contingency planning

### EXPERIENCE

---

#### Senior Wedding Planner — Boutique destination wedding planning studio, Jaipur

4 years · current

- Planned and delivered 46 destination weddings in Jaipur, Udaipur and Jodhpur, with guest lists averaging 350 across three days.
- Negotiated annual rate cards with decorators, caterers and tent suppliers, trimming average vendor spend by about 12 percent per wedding.
- Built a room-block and airport-transfer tracker that cut guest travel complaints sharply during peak winter season.
- Lead a 14-member on-ground team, assigning ritual captains, hospitality desks and a backup plan for outdoor events hit by rain.

#### Wedding Coordinator — Full-service wedding and social events company, Jaipur

2 years 6 months

- Coordinated mehendi, sangeet and reception functions for 60 weddings, owning run-sheets from baraat timing to pheras.
- Managed client budgets up to ₹45 lakh, sharing itemised cost sheets after each vendor payment milestone.
- Introduced a vendor briefing call two days before each event, reducing on-day setup delays across the season.

#### Banquet Operations Executive — 5-star heritage hotel, Jaipur

1 year

- Ran banquet set-ups for weddings, conferences and private dinners, handling up to four events on a single weekend.
- Worked with the chef and service captains on menu tastings, seating layouts and service timing for 600-guest receptions.

- Maintained event function sheets and handover notes so night-shift banquet teams could reset halls for morning conferences.

## EDUCATION

---

**Bachelor of Hotel Management** — Government institute of hotel management, Jaipur  
Specialisation in food and beverage service

**PG Diploma in Event Management** — Private event management institute, Delhi

## CERTIFICATIONS AND REGISTRATIONS

---

- FoSTaC Basic Food Safety Supervisor, FSSAI
- Advanced Floral Design Workshop, professional course

## PROJECTS

---

- Palace wedding for 900 guests — managed 22 vendors across three venues, with every function starting within 15 minutes of schedule
- Zero-waste wedding pilot — replaced plastic décor and packaged water, diverting most event waste from landfill

## LANGUAGES

---

English · Hindi · Rajasthani