

Aravind Menon

Event Coordinator

Kochi, Kerala · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Event management graduate with a six-month internship at a corporate events agency and weekend experience on wedding set-ups. Comfortable with venue recces, AV checklists, delegate registration desks and vendor follow-ups. Seeking an event coordinator role with a firm handling conferences, dealer meets and product launches across Kerala and south India.

SKILLS

Venue recce · Run-sheet preparation · Vendor follow-ups · Delegate registration · AV checklists · Budget tracking in Excel · Canva for signage · Guest hospitality

EXPERIENCE

Event Operations Intern — Mid-sized corporate events and MICE agency, Kochi

6-month internship

- Supported on-ground teams at 11 corporate events, including two dealer meets of 400 delegates and a pharma product launch.
- Prepared minute-by-minute run-sheets and AV cue lists that the producer used during rehearsals and live stage transitions.
- Managed the registration desk for a two-day conference, issuing badges and kits to 350 attendees within the first hour.
- Tracked quotes from six vendors for staging, lighting and catering in a shared Excel sheet, flagging costs above the approved budget.

Freelance Event Assistant — Local wedding décor and planning firm, Thrissur

1 year · weekends

- Assisted with décor set-up and teardown at 15 weddings and receptions ranging from 150 to 800 guests.
- Coordinated guest arrival, seating charts and buffet timing with banquet staff under the lead planner's direction.
- Handled last-minute supplier calls for flowers, generators and transport, keeping the lead planner free for family requests.

EDUCATION

BBA in Event Management — Private arts and science college affiliated to a state university, Kochi

Final project: logistics plan for a 500-guest college cultural fest

Higher Secondary (Commerce) — State board higher secondary school, Thrissur

CERTIFICATIONS AND REGISTRATIONS

- Basic First Aid and CPR, certified training course
- Fire Safety Awareness for Public Venues, short course

PROJECTS

- College cultural fest — led logistics for a three-day fest with 2,500 visitors, 40 volunteers and 12 stalls, finishing within budget

LANGUAGES

English · Malayalam · Hindi · Tamil