



MERCY ELAKKIA L.

Experience:

(2013 to 2018)

Admin cum Event management coordinator,

Annai Tamil Trust , Madurai , Tamilnadu - India.

Summary:

Overall **5+ year experience** in the field of **office administration, and Event management**. Also I have confident to work on the entire area of office management department.

Passport and Visa Details:

Number: S8805636 (INDIAN)

Date of

Expiry : 26.02.2029

Visa : Visit Visa (transferrable)

Academic Education:

COURSE	YEAR OF PASSING	PERCENTAGE
B.Ed., (TNTEU)	2018 – 2020	86%
MA., (English) (MKU)	2016 – 2018	64%
BA., (English) (MKU)	2013 – 2016	59%



**Muweilah,
Sharjah – U.A.E.**



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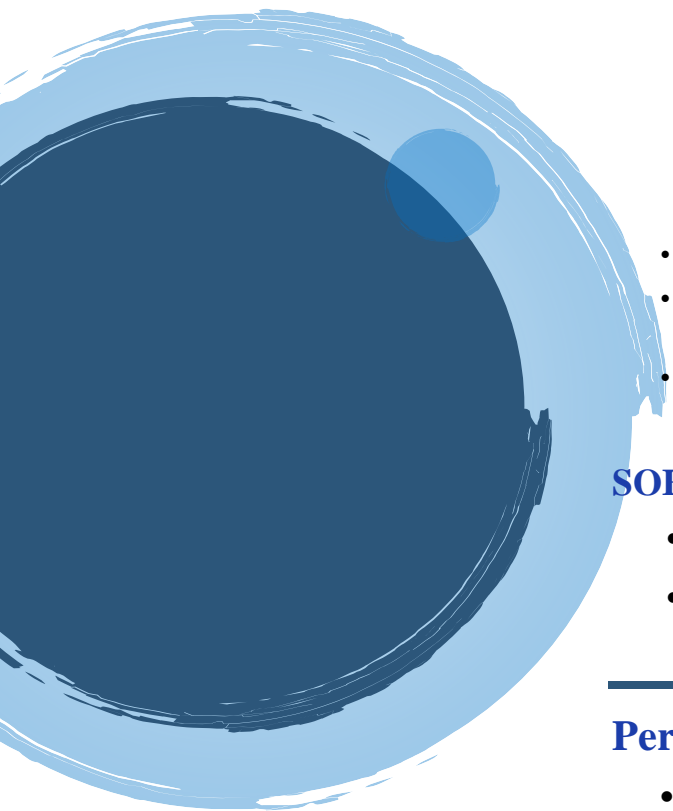


mercyelakkia95@gmail.com

Event Management work experience – (Annai Tamil Trust)

Responsibilities and skills:

- Establishing and maintaining relationships with vendors and venues.
- Planning event details and aspects, including seating, dining and guests .
- Creating reliable financial reports and collecting payments on time.
- Remaining under budget with all costs.



- Managing events and addressing potential problems that may arise.
- Planning for potential scenarios that could impact the integrity of the event.
- Maintaining a working knowledge of the complex needs of a wide variety of events.

SOFT Tools:

- Microsoft Office.
- (Excel, Publisher, Access, Word, PowerPoint, Paint).

Personal strength:

- Good communicator – Mature, patient, responsible and positive attitude.
- Excellent problem solving abilities.
- Passionate and energetic.
- Planning and organizational skills.
- Team Management and Leadership.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Mercy Elakkia L.

