

VINAY PRASAD

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CAREER OBJECTIVE

Enthusiastic Computer Science graduate with hands-on experience from academic projects and a passion for technology and teamwork. Skilled in problem-solving, adaptability, and learning new tools quickly. Also possess a strong interest in finance and AML/KYC processes, aiming to apply analytical and technical abilities in environments that value accuracy, compliance, and collaboration.

EDUCATION

B.Tech Computer Science and Engineering

Aug 2020 - Jun 2024

Lovely Professional University | Punjab, India

WORK EXPERIENCE

Event Coordinator & Volunteer

Jan 2022 - Jun 2024

Ojaswi Student Organization | Lovely Professional University

- Planned and executed multiple university-level events with teams of 20+ members, ensuring seamless coordination and on-time delivery.
- Collaborated with design, logistics, and media teams to manage event flow and troubleshoot issues during live events.
- Contributed to event marketing and communication strategies, resulting in increased student participation and smoother operations.

Event Manager

Aug 2023 - Oct 2023

EPS North India Sports Championship, Lovely Professional University

- Led the planning and scheduling of sports events, coordinating with multiple departments to align timelines and resource needs.
- Supervised team members to ensure quality standards and timely execution during the multi-day championship.
- Compiled post-event reports and feedback summaries to enhance efficiency for future editions.

Venue Coordinator | Gulal - Holi Event

March 2023 - March 2023

Ojaswi Student Organization | Lovely Professional University

- Handled on-site coordination, resource allocation, and vendor communication to ensure smooth event execution and safety compliance.
- Collaborated with the organizing committee to manage crowd flow and implement contingency plans.
- Played a key role in maintaining event decor, logistics setup, and real-time issue resolution for a successful campus celebration.

SKILLS & COMPETENCIES

- Documentation & Reporting:** Microsoft Word, Excel, SOPs, Tracker Management
- Communication Tools:** Outlook, MS Teams, Google Meet
- Coordination & Planning:** Event Scheduling, Deadline Tracking
- Customer Support Attitude:** Query handling, Clear resolution communication
- Quick Learner:** Ability to adapt to new processes and domains

PROJECTS

• Event Performance Dashboard

Built an Excel dashboard to analyze event attendance, costs, and engagement metrics; improved ROI visibility by 18 %.

• Process Improvement Study

Examined event workflows, identified inefficiencies, and implemented changes that reduced turnaround time by 20 %.