Objective:

* My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I’d like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.

Academic Chronicle:

* 2015: BBA – Manipal University
* 2014: High School - Mumbai

Personal Details:

* Date of Birth: 08-11-1996
* Nationality: Indian
* Visa Status: Resident
* Language Proficiency: English, Hindi, Urdu (and beginners French)
* IT skills: MS-Office, Corel Draw, Photoshop, Social Media savvy.
* 1 year experience of PA and Receptionist cum Counsellor.
* Ready to relocate anywhere in UAE.

Personal Skills:

* initiative and creative
* able to work under pressure
* excellent telephone etiquettes
* confident of serving at front desk
* digital marketing
* client relationship
* designing & advertising

Functional Skills Set:

* strategic thinker
* ability to deal tactfully with critical problems
* effective communication and interpersonal skills
* successful sales track record

Employer:

* 2014: Hired by Personaliteez Inc. in Mumbai as Publicity Agent, where I also served as Assistant to the Managing Director and Counsellor to its five branches all over the city.

Profile:

* providing a full support to managers at the department
* documentation turnover (checking contracts, preparing invoices, and official letters)
* preparing marketing materials
* coordinating jobs with web programmers and designers
* coordination of production suppliers
* maintain databases
* help to search for new clients
* briefing clients on phone
* fix appointments
* follow up with clients
* attending in training courses as assistant to trainer
* monitor public opinion regarding the organisation or particular issues
* plan public relations programmes, including the preparation of cost budgets
* write, edit and arrange production of newsletters, in-house magazines, pamphlets and brochures
* write speeches, prepare visual aids and make public presentations
* plan and conduct internal communication courses, workshops, media training, seminars, conferences and product launches.
* manage social media accounts



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