**CURRICULUM VITAE**

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| Personal Details:**DOB:**24th June 1991**Sex** : Female**Nationality**: Indian**Marital Status**: Married**Father’s Name**: AC Surendran**Religion:** Hindu**Languages Known:** English,Hindi, Malayalam**Hobbies:**Reading, Travelling | ObjectiveTo pursue a challenging career that provides opportunity for professional growth and learning where my talent and knowledge could be best subjected and utilized for the benefit of the organization and self.Educational Qualifications:* MBA (HR & Marketing) from Vimal Jyothi Institute Of Management And Research, Kannur University- Kerala 2012-2014 (First Class)
* Bachelor Of Business Management from ITM College Of Arts And Science, KannurUniversity 2009-2012 (First Class)
* HSC from S.N Vidya Mandir (CBSE) 2007 (First Class)
* SSC from S.N Vidya Mandir (CBSE) 2009 (Distinction)

Professional Experience:* Working as Client Service Executive, Hummingbird Design, Dubai- UAE (Since March 2016)
* Worked as Asst Marketing Manager, NAS Agencies Kannur ( 2014 Dec- 2015 December)

Job Responsibilities as Asst. Marketing Manager:* Writing monthly reports
* Maintaining and updating customer database
* Communicating with target audience and managing customer relationship
* Contributing to, and developing, marketing plans and strategies
* Supporting the marketing manager and other colleagues

Job Responsibilities as Client Service Executive:* Interact and correspond with the clients
* Develop and maintain existing client relationship
* Assist the Head in client meetings
* Negotiate with client for efficient services

**Academic Project:*** Summer Internship project on the topic EMPLOYEE ENGAGEMENT at PROFESSIONAL ACCESS SOFTWARE DEVELOPMENT PVT LTD, Bangalore for a period of 2 months
* An Organizational Study on MATHRUBHUMI PRINTING AND PUBLISHING CO LTD for a duration of 30 days
* A Study at ALFA ONE BUILDERS PVT.LTD “with reference to Marketing Department for a duration of 21 days

Achievements:* Stood 1st for Marketing Game ‘Inspiro’ – at the National level Management Fest of Don Bosco College, Angadikkadavu.
* Stood 1st for the Marketing Game at the National level Management Fest of DMS, Neeleshwaram, Kannur University – Antaraag13- held on 13th December 2013.
* Stood 1st for Marketing Game ‘COMET’ – at the National level Management Fest of Don Bosco College, Angadikkadavu.
* Event Coordinator at the National Level Management Fest of Vimal Jyothi Institute of Management Research – Karmanta 2013 – held on 28th& 29th October 2013.
* Stood 2nd for Communication Game ‘De Gestion’ at the South Indian level Management Fest of Brennen College,Thalassery.
* Stood 3rd for HR game “ICE”-at the National level Management Fest of Kannur University Campus Palayad held on 21st& 22stFebraury 2014.
* Has Secured 3rd Place In General Proficiency During 2007-2008 From Sree NarayanaVidya Mandir.

Extra Curricular Activities:* Active participant in various competitions at the state and national level management meets.
* Active participant in cultural fest
* Event Coordinator of National Fest at Vimal Jyothi Institute of Management & Research – Karmanta 2013.
* Vice Chairman of College Union in the year 2010-2011
* Member, Institute of Language Management, Bangalore
* Member, Corporate Resource Center
* Member, OISCA International

**Industrial Exposure*** Industrial Visit to Baliapattam Tile Works, Kannur
* Industrial Visit to TVS, Mysore
* Industrial Visit to Rasandik Auto Components, Mysore

Training:* Internationally certified Neuro Linguistic Programme (NLP)

Computer Skills:* Professional skills: **SPSS (BASIC)**
* Multimedia &Packages : MS Office,Tally

Competencies:* Willingness to learn and to work hard.
* Excellent verbal and written communication skills.
* Possess Natural Leadership skills & Eager to lead the team.
* Good public relations.
* Independent and self-motivated.
* Quick Learner.
* Assertive and Confident.
* Prioritize work.

**First Name of Application CV No :** **1656054**Whatsapp Mobile: +971504753686 New_logo.gif |