**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 | Objective  To 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 |