**Suja Dominic**

# **Objective**

Seeking a position in which my professional experience and education may benefit an organization.

# **Professional Summary**

Has 20 years experience in Advertising & Marketing field in India and UAE and thorough knowledge of Computers including Web Technologies, currently into Administration and Management.

# **Skills**

* Excellent interpersonal skills
* High aptitude for learning new technologies
* Organized, sharp analyzing capabilities and a good problem solver
* Excellent Leadership qualities
* Expert in Computer Softwares such as Microsoft Word, Excel, Microsoft Powerpoint etc.
* Worked with CRM packages
* Competent in Report Writing
* Excellent convincing power
* Able to work on own initiative
* Has valid UAE Driving License

# **Experience**

**Current Part time event management, party organization.**

4/2008 – Nov 2012 **Sanipex LLC (Abu Dhabi)**

Suppliers of Sanitary wares

Administration Executive

Job Responsibilities include :

* Perform Administrative support to Sales Manager
* Make applications for required Operational approvals
* Liaise with internal departments for dissemination of operational information
* Sales Department correspondence, reports, quotations or other written materials
* Review outgoing and incoming correspondence for completeness, accuracy etc.
* Receive calls and/or greet visitors, take and relay messages, respond to requests for information,
* Liaise with HR in Head Office on constant basis in regards to staff and organizational issues
* Maintain and/or create files or record keeping systems.

9/2005 – 3/2008 **Arabian Publications Inc Abu Dhabi UAE**

Publishers of Gulf Oil Field Directory

Media Co-ordinator

**Job Responsibilities include :**

* Space Marketing
* Client Servicing & Business Development
* Attending & Conducting Exhibitions and Seminars

1/2002 – 2/2005 **Rapid Enterprises (P) Ltd. Mumbai (Vinay Switches)**

Manufactures of Electrical Switches and Accessories

Marketing & Promotions Co-ordinator

**Job Responsibilities include**:

* Over all Co-ordination of Marketing Department consisting of 3 Zones (North, West & South India)
* Assisting the marketing director in leading a team of 45 executives and 3 area managers in the above mentioned Zones.
* Analysis of Region wise Daily Reports, Project Reports, Sales Statements etc.
* Setting Region wise Sales Targets, Budgeting and Control of expenses of marketing division.
* Planning and organising Orientation and Training programs for motivation of Sales Team.
* Correspondence with clients, specifiers, and maintaining relations with them.
* Conducting Seminars and Sales meet etc.

2000 – 2002 **Mahindra Consulting Ltd.** **Mumbai**

Group Company of Mahindra & Mahindra

Web Designer

**Job Responsibilities included**:

* Client Requirements gathering and feasibility study
* Designing Web portals using web technologies such as Dreamweaver, Microsoft Frontpage etc.

1996  **Indian Express Ltd. Mumbai**

Senior Business Development Executive

**Job Responsibilities included**:

* Space Marketing
* Attending all major advertising agencies and their clients for press advertising

Had to discontinue due to pregnancy and child birth.

1989 – 1996 **Abhyodaya Advertising Agency, Mumbai**

Senior Client Servicing Executive

**Job Responsibilities included**:

* Suggest advertising strategies and implement them according to clients requirements and satisfaction
* Plan, schedule and release ads in various publications and magazines.
* Co-ordination between the art department and the clients marketing requirements

# **Education**

**Bachelors Degree**

B.Com (Accounting and Financial Auditing)

1989 – Bombay University

**Job Seeker First Name / CV No: 1841328**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)



# **Additional Courses**

Diploma in Marketing Management

Completed CIT courses from CMC Ltd

Windows, Foxpro, VB etc.

Completed E-Prodigy courses from Zap Digital Design Academy

HTML, Javascript, VB Script, Front Page, Photoshop, Dreamweaver, ASP, SQL Visual InterDev, Site Server etc.

# **Additional Information**

Fluent in the following languages: English, Hindi and Malayalam

Won many prizes for inter college debates, elocutions, essay writing etc.

Hobbies include Painting and Listening to music.

Marital Status : Married

Children : One Son (19 yrs)

Date of Birth : 3.12.1968

Visa Status : Currently on Visit Visa

Driving License : Valid U.A.E driving License