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**Kimberly**

**Kimberly.332998@2freemail.com**

**CAREER PURSUIT**

Seek a meaningful and challenging job opportunity in an organisation that allows me to demonstrate my potential with dual learning opportunity to strengthen and enhance my core skills. The objective is to acquire an insightful view of the business aspects and positively contribute to the growth and success of the organization. I’m confident that my pioneered and intellectual skills collaborated with a solid and effective team effort will rapidly stimulate immense effectiveness within the organization. I endeavour to achieve this through hard work, dedication and commitment.

During my studies, correspondingly I aimed at acquiring partial and preliminary working experience and insights to professional and business expertise and hence worked for short intervals during 2012 – 2013 as noted below.

**WORK EXPERIENCE:**

**Company Name: Goldmine Advertising Limited at Mumbai branch**

**Designation: Interned as a Client Servicing Executive in Digital Department**

**Assignment Period: August 2016 to September 2016**

**Responsibilities:**

* Understand the Company Product (Client) Requirements
* Plan & Create suitable Advertising Campaigns for Clients.
* Develop the Mumbai Metro Phase III construction framework and design
* Coordinate and facilitate the Phase III Metro presentation to high ranking Ministry team in Mumbai.

**Company Name: The Entertainers**

**Designation: Event Co-Ordinator**

**Assignment Period: June 2014 to April 2016**

**Responsibilities:**

* Coordinating events effectively.
* Celebrity management, client servicing, artist management, team building activities, backstage management.
* Responsible for planning and execution of events.

 Ensuring client satisfaction. Delivering services as per client’s requirements and catering to all their needs by having enough of back-up plans in case of emergencies.

**Company Name: Kinetic Advertising India Private Limited**

**Designation: Interned as a Management Trainee**

**Assignment Period: April 2014 to May 2014**

**Responsibilities:**

* Understand the Company Product (Client) Requirements
* Plan & Create suitable Advertising Campaigns for Clients.
* Demonstrate preliminary show screens
* Create a portfolio of client accounts and monitorongoing activities.
* Managing, reviewing progress and delivering the client’s advertisement projects.
* Conducting meetings with the clients as well as informing them about the current work status of their projects.
* Establishing relationships with new clients and maintaining and nurturing business relationships with existing clients.

**Company Name: InterGlobe Aviation Limited with Indigo Airlines**

**Designation: Customer Service Agent**

**Assignment Period: April 2013 to July 2013**

**Responsibilities:**

* Processing passenger tickets and handling complaints
* Relaying information through electronic communication about flight arrival and departure
* Providing special services for boarding and deplaning to wheelchairs-bound passengers
* Collecting ticket payment in cash, credit cards, checks, coupons, and travel vouchers
* Baggage inspection to ensure no restricted items exist.
* Coordinate for ticket fare, reservations, arrival and departure, and general inquiries
* Ushered passengers to their respective seat and helped put their luggage
* Weighed baggage, and collected additional charges for extra weight
* Booked tickets and accommodated customers seating requests
* Checked passenger tickets at the entry gate and directed them to the respective flights
* Comforted customers making air travel for the first time

**Company Name: Nishant Infin Private Ltd.**

**Designation:Office Assistant**

**Assignment Period:May 2012 to Jan 2013**

**Responsibilities:**

* Coordinated and facilitated Management meetings
* Responsible for allcorporate correspondence

**EDUCATIONAL QUALIFICATION:**

* Bachelors in Mass Media – Advertising from Chetana’sHazarimalSomani College of Commerce and Economics, Bandra East affiliated to the University of Mumbai – April 2016.
* Grade XII (Stream – Arts) passed from St Andrew’s College of Arts, Science and Commerce, Bandra West – February 2011
* Grade X passed from Divine Child High School, Andheri East – March 2009

**KEY SKILLS**

* **Communication skills**: Possess excellent articulation capabilities and I consider this my strongest asset. Writing and collating my thoughts in a manner that conveys meaning to the audience, is my passion. Bringing clarity to thoughts that translate into words during communication is an area that I continue to work on.
* **Ownership & Responsibility**: Have actively participated in various social activities in the educational and workplace environment.
* **Organizational & Time Management skills**: I have developed effective skills in time management, organization, planning, execution and goal setting through my previous organisations where I had multiple tasks to be taken care of at the same time.
* **Adaptability**: I have been able to learn quickly and grasp the details of the job profile.
* **Teamwork**: Team player with the ability to lead, manage and motivate others.

**STRENGTHS:**

* ExcellentCommunication and Enterprising Interpersonal Skills
* Strategic Team work and Effective Leadership
* Being Compliant to Organizational Governance
* Energetic and self-motivated
* Good PC Skills specially MS Office.

**COURSES AND ACHIEVEMENTS COMPLETED:**

* Completed a course in “Computer Basic” at PAL INDIA.
* Completed a course in “Digital Marketing” at Digital Traffic Ace.
* Breaking the Guinness World Records “Build Your Core Strength” sponsored by Puma.

**INTERESTS**

* Music, Blogging, Biking

**LANGUAGES KNOWN**

* Fluent in English & Hindi

**PERSONAL DETAILS**

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| Date of Birth | : 24thApril 1994 |
| Gender | : Female |
| Nationality | : Indian |
| Marital Status | : Single |
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Place of Issue : Mumbai

I hereby declare that the above information provided is true to the best of my knowledge and belief.

Reference *available on request.*

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