IRENE BABU – CV NO: 2011608

Al Boomiya Street, Umm Suqeim 1,

Dubai, U.A.E

MA Business Management Graduate from Heriot-Watt University seeking internship

**Personal Profile**



Scrupulous and meticulous administrator and entrepreneur who is ready to undertake multiple projects simultaneously and deliver coherent superior outcomes. Possesses strong emotional intelligence to deal with all kinds of personalities and organizational cultures. Applies strong financial decision making, planning and analytical skills to reduce company costs and inefficiencies. Integrates well within firm understanding every step of product process and thrives in a fast-paced business setting.

**Education (Academic Credentials)**



2013- 2016 **Master of Arts in Business Management** (Undergraduate Upper Second Class Degree), Heriot-Watt University, Edinburgh, United Kingdom

2013 **CBSE Levels Certificate** (85% on Grade 12 Board Results and 82% on Grade 10 Board results), Our Own English High School, Dubai, U.A.E

2007 **CBSE Levels certificate of Secondary Education,** Indian High School, Dubai, U.A.E

**Experience**



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| Sept 2016 – Dec 2016 **Marketing Coordinator** Manchester, England    Interning as a Marketing Co-ordinator for 3 months has positively enhanced my ability to blend in with professionally qualified marketing individuals in terms of working as a well-integrated team through proper coordination and performing delegated tasks. Worked on a range of digital marketing projects from Search Engine Optimisation (using assisting websites such as Google Adwords and Spyfu), E-Commerce development to Content Writing for technical and complex engineering products. |
| July 2015 – August 2015 **Assistant Marketing Coordinator** (Summer Placement) Dubai, U.A.E  Assisted the Marketing coordinator in editing marketing brochures and creating designs and logos for new company products introduced. Under the guidance of the Coordinator, I was able to learn the different marketing techniques and also gained greater insight into handling marketing communications and how to present them into different market target groups.  Mar 2013 – August 2013 **Project Management Assistant** (Summer Placement) Blastline LLC, Dubai, U.A.E  Part of a team of four interns responsible for identifying the kinds of designs and its applicability under different given layouts and how they benefit the overall infrastructure. We were given design books, websites and guides to learn these as well as to discuss in a team manner on how they are each different, risky and significant. We were also made to study the different parts of machineries on the production line. Classify them on their various traits. At the end of every week we were asked to present a report to the management on everything we had learned and how we can then apply them to make project decisions. I learned quickly how to work as a team and how to efficiently disintegrate tasks among members and to understand and use complex systems.  **Additional Technical Skills and Interests**   * **Core competencies include-** * Project Management * Human Resource and Organizational Behavior * Psychology * Customer Behavior * Strategic Management * Marketing communications * Market Analysis * Critical Approaches to Management * Training and Development * **Personal Skills** * Proficient in Microsoft office Suite: advanced PowerPoint- Word- Excel- Outlook * Possesses strong emotional intelligence and interpersonal abilities to deal with all kinds of personalities and organizational cultures. * Leadership quality, multitasker; integrates well within firm understanding every step of product process and thrives in a fast-paced business setting. * Fluent in English, Intermediate in Arabic, Hindi and Malayalam. * Driving License   **Voluntary Experience**   * Member of the **Heriot-Watt University Humanitarian Club**, volunteered at Al Noor Special Kids summer training programme in Dubai, U.A.E in 2014 and 2015. * Active member of the **University Dance Club**, Heriot-Watt University, Dubai, U.A.E in 2014 and 2015. * Worked among the **Organizers Committee** as programme coordinator for various events and programmes, Heriot-Watt University, Dubai, U.A.E in 2014 and 2015. * **Environmental Representative** in Our Own English High School, Dubai, U.A.E in 2009. Volunteered and worked among various other school representatives in cleaning the rural parts of the city and protecting the natural habitats.   **Achievements**   * Second Runners Up in **Inter-University Dance Competition**, Heriot-Watt University, 2014 * Second Runners Up in **Inter-School Athletics Track Day** 2012 and 2013 * Obtained first and second position respectively in In-School and Inter-School **Dance and Choreography contest** 2009-2013 * Obtained first position in **Inter-School Drama Competition** 2009   **Miscellaneous**  Piano and Ukulele  Ballet and Contemporary dancer  Physically Athletic  Books, poetry and travel enthusiast. |  |
| **Personal Information**  Nationality: Indian  Gender: Female  Date of Birth: 5 Dec 1995  Current Address: Umm Suqeim 1, Dubai, U.A.E  **References**  Available on request |  |

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| **Irene Babu – 2011608**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |