**Reshmi**

Dubai, United Arab Emirates

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**C/o-Mobile Number:** +971-50-5891826

**Academia**



**Undergraduate Course: Bachelors in Business Administration (BBA)** from Mahatma Gandhi University, Dubai, UAE (2009 to 2012)

**High School: Commerce with Mathematics and Informatics** from Our Own English High School, Dubai, UAE (2006 to 2009)

**Pre-school to Middle School:** Indian School Muscat, Muscat, Oman (1995 to 2005)

**Professional Experience**

**Company:** Grey Noise

**Duration:** August 2013 – June 2015

**Position held: Administrative Officer**

* Preparation of Invoices, LPO’s and delivery notes, Quotations etc.
* Generating necessary shipping documents and insurance claims of the artist’s shipment.
* Responsible for gallery inventory control in accordance with company’s safety norms and procedures.
* Ensuring efficient documentation control (both soft and hard copies of Exhibitions, Art fairs, Invoices, Shipping documents, Authenticity certificates etc).
* Periodic information management of the gallery’s roster - Artist’s CV’s, Biographies, Portfolio’s, Press articles and Publications.
* Scheduling potential interviews for artists and assisting with the publicity requirements.
* Communicating consignment letters / loan forms of works in the case of collaborations with other galleries.

**Gallery Operational activities**

* Facilitate gallery tours to potential clients and visitors.
* Routine follow up’s on sales enquiries and generation of RFQ’s.
* Updating gallery's website information, social media pages and inventory regularly.
* Exhibition Coordination – Activities included as follows:
	+ 1. Designing e-invites, Vinyl’s, PR pamphlets and newsletters for the show.
		2. Composing PDF presentations of featured works for collectors.
		3. Creating Press Packs (PR, List of works, Hi-Res images) and updating the same on social media platforms.
		4. Preparation of Authenticity certificates of works.

**Company:** Infinique Canada FZE

**Date:** June 2012 – July 2013

**Position held: Corporate Sales Executive**

* Lead generation via cold calling, internet research, agencies etc.
* Handling Sales Accounts of assigned customers - quote creation, appointments and follow ups.
* Keeping abreast with new products and IT solutions introduced in the market.
* Analyzing market fluctuations, trends of products along with compilation of databases.

**Customer Service and Marketing functions**

* Ensuring efficient handling of customer feedbacks and reverting back with problem specific solutions.
* Designing and communicating necessary marketing material for the company - Press Releases, Newsletters, Email campaigns etc.
* Researching means of increasing SOE and managing Company's Social media sites and websites – Face book, Twitter, LinkedIn etc.

**Computer Skills**

* Basic knowledge in Adobe Photoshop, Adobe InDesign and Adobe Illustrator.
* Knowledge of operating MS office in both Apple Mac and Windows.

**Personal Dossier**

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| Birth Date | : 21st August 1991 |
| Gender  | : Female |
| NationalityRelationship status | : Indian: Married |
| Visa Status | : Valid Residency Visa |
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| Languages known | : English, Hindi, Malayalam |