**Theertha**

**Theertha.345250@2freemail.com** **PROFILE**

Self-motivated, persistent and level headed coordinator, who has an eye for detail. Tends to be organized, flexible and understanding, with good level of problem solving skills and is committed to hard work.

**EDUCATION**

 **Higher Secondary Graduate(CBSE)**

Blooming Buds Bethania English School, Thrissur, India



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| Phone No : | +971505891826 |
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Personal Data :

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| --- | --- | --- | --- |
| Date of Birth | : |  | 09-05-1991 |
| Sex |  | : | Female |
| Nationality |  | : | Indian |
| Marital Status | : |  | Married |
| Languages Known : | English |
|  |  |  | Hindi |
|  |  |  | Malayalam |
|  |  |  |
| Date of Issue | : |  | 25-11-2015 |
|  |  |  |  |
| Date of Expiry | : |  | 24-11-2025 |
| Place of birth | : |  | Kerala |
| Visa Status : | Resident Visa |
|  |  |  |  |

Sponsor : Husband

**Career History and Accomplishments**

* Anvita Tours2Health Private Limited, Client Servicing Coordinator (from January 2014 – December 2015)
	+ Responsible for being a medium of communication between the client and the production team in collaboration with the corresponding field team.
	+ Supporting the team by doing various activities like data entry, answering telephones and inter- department communications.
	+ Act as the single point of contact through electronic medium to convey the project progression to the client .
	+ Responsible for scheduling the daily works for the Production team according to priority.
	+ Ensure the timely delivery of the projects taken up by production team to reach the corresponding target set by the management.
	+ In charge of sending Performa Invoices for payments and their corresponding follow ups.
	+ Approving the quality of the project prior to its launch.
	+ Substitute for the Client Relations Officer in her absence.
	+ Initial Analyzing and project briefing to the production team.
	+ Responsible for Inter Departmental Coordination for a smooth Project Completion.
	+ Training Junior Executives
	+ Responsible for cross selling and upselling Facebook Ads, Email Campaigns and SMS Campaigns.
	+ Strategize online accordingly in collaboration with the Head of the Digital Marketing to generate target leads for the clients.
	+ Collaborating with the data collectors to attain mobile and e-mail databases for the marketing campaigns.
	+ To supervise the target budget for Facebook Ads.
	+ Responsible for sending out the target of 3,00,000 e-newsletters for the clients.
	+ Responsible for organizing the events and training activities in regards with the company.
	+ Documenting leads of the Sales Department for future references and ensuring regular follow ups.
	+ Responsible for organizing Board meetings for directors and shareholders and preparing minutes for the meeting.
* Online Analysis and Research for collaborations and challenging projects aboard
* Ensuring lead conversion by the Sales Department
* Analysis of all daily ,weekly and monthly reports and reporting to the management.

**Academic Performance**



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|  | **Year** |  |  | **Institution** |  |  | **Degree Name with Percentage Marks or GPA** |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | 2009 |  |  | Blooming Buds |  |  | Pre-University Education (CBSE) |  |
|  |  |  |  |  | Bethania English |  |  |
|  |  |  |  |  |  |  | [ 72%] |  |  |
|  |  |  |  |  | School, Thrissur |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | 2007 |  |  | Blooming Buds |  |  Secondary School Education (CBSE) |  |
|  |  |  |  |  | Bethania English |  |  |
|  |  |  |  |  |  |  | [ 84%] |  |  |
|  |  |  |  |  | School, Thrissur |  |  |  |
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**Personal Strengths**

* Young, self-motivated, detail-oriented, creative professional
* Loyal with a professional attitude who takes great pride in my work and achieving a rapid career progression through hard work.
* Patient and have the ability to listen and understand my surroundings.