Curriculum Vitae

***Mr. Louie***

***Louie.372592@2freemail.com***

 **CAREER OBJECTIVE**

 Seeking challenging and responsible job, where management skills can be fully and effectively utilized with opportunities of growth, through hard work and positive approach.

 **SKILLS AND COMPETENCIES**

* Basics in Computer Application,Tally ERP9 ,Stock inventory ,Accounts with inventory , M.S Word ,Advance excel,powerpoint.
* Attention to detail and Analytical skills .
* Planning and organizational skills with the ability to perform multiple tasks at any given time.
* Team player, with a positive attitude and flexible
* Excellent with time management
* Quick learner with a desire to grow, develop and achieve the career goal.

 **PROFESSIONAL EXPERIENCE**

 **Corporation: Repucom India Pvt. Ltd. Bangalore.**

 **Period: August 2014 to June 2017**

 **Designation: Media Analyst
 JOB RESPONSIBILITIES**

* Ensuring on time submission of the projects to the respective clients.
* Looking after the work of designing , writing and editing the production of all colateral communication materials.
* Assigning the task of monitoring and tracking marketing communication budgets.
* Supporting the senior communication analysts in excuting internal and external marketing research programmes .
* Managing the diverse communication projects as required very energetic , organised and have well public relationship knowledge .
* Communicating with the clients and resolving the issued accordingly .
* Managing and developing relationship with diffrent media clients.
* Responding to the enquiries request of the clients .
* Effectivly communicating with the media clients and resolving the issues.
* Providing the all the required information to the client and also helping him with thier requirmens.
* Responsable for internal quality checking of the games analysed.
* Ability to complete the given task in the prescribed time duration .
* Handling the team in absence of a superior.

 **ACHIEVMENTS**

* Got award from the client for the ‘BEST PERFORMER OF THE QUARTER’ for the month of January at Repucom.

 **ACADEMIC CREDENTIALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** |  **Institute** | **Board/ University** | **Specialization** | **Year of****Passing** | **Percent** |
| B.COM | Sacred Heart College Madanthyar | Mangalore University | Commerce | 2011-14 | 61.92% |
| P.U.C | Sri Gurudeva PU College,Belthangady | Pre- University Board | Commerce | 2009-11 |  67.16% |

|  |  |  |
| --- | --- | --- |
|  |  | **STRENGTHS** |

* Team work and Great respect for time.
* Adapting to changes and Hard Worker.
* Quick learner.
* Ability to work under stressful situations.
* Desire to Grow, develop and achieve the career Goal.

|  |  |  |
| --- | --- | --- |
|  |  | **PERSONAL INFORMATION** |

 **Date of Birth : 10-03-1994**

Marital Status **:** single

Languages known **:** English, Hindi, Kannada, And Konkani

 Nationality :India

 Visa status :visit visa 3 months (31 aug- nov 25)

***DECLARATION:***

 I declare that the information given above is true to the best of my knowledge.