

**Contact Details**

Email:

Manjusha.383631@2freemail.com

**Personal Data**

Gender: Female

Nationality: Indian

Marital Status: Married

DOB :31/05/1978

Religion: Hindu / Nair

**Language Known :**

**(**Speak , Read and Write )

Malayalam, English, Hindi Speak - German.

**Hobbies:**

Listening Music, Cooking and travelling.

**Manjusha**

***Total 18 years of experience in International Marketing (Food Industry – Oils and Oleoresins), Administration & Hospitality Management, Sales Coordination & Marketing in different Industries like Automobile & Hospitality Industries.( Sept 2018 onwards in UAE residence visa)***

***CAREER* OBJECTIVE**

***Looking for a competitive environment where I can enhance my skills and experience with knowledge makes it useful for the Organization.***

**AREAS OF INTEREST**

* Sales & Marketing.
* Office Administration
* Customer Service
* Documentation
* HR Activities

**STRENGTHS**

* Good inter-personal and communication skills.
* Goal oriented
* Managing work pressure

**DETAILS OF ATTEND ED MAIN INTERNATIONAL TRADE FAIRS**

* In 2014- Food Expo ( FI Dubai -World Trade Center)
* 2015 -16- Malaysia International F& B Trade Fair in Kula Lumpur
* 2016 -17 Malaysia International F& B Trade Fair in Puthra World Trade Center, Kula Lumpur.
* 2016 -17 Food Expo – Manila -Philippines
* 2017-18 AgriPro Expo- Hong Kong International Convention Center, Hong Kong
* 2017-18 Customer Visits in Taiwan and Philippines
* 2018-19 FI Vietnam (Food Ingredients Vietnam)

**Worked as Sr. Associate - International Marketing in Synthite Industries Ltd, Kolencherry, Kerala, India (From May 2015 to August -2018 )**

**Responsibilities**

* International Sales & Marketing (Asia Pacific Region) (Specially Malaysia, Philippines, Taiwan, Hong Kong and China)
* Marketing, Customer Service & Coordination

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**Job Experience**

**Worked as Sr. Executive -Marketing – Akay Flavors & Aromatics Pvt Ltd ,Kerala(From June 2005 to 2015 April)**

**Responsibilities in concerned Areas**

* International Sales & Marketing
* Customer Service and Logistics in International Marketing
* Office Administration
* Central Excise Documentations
* Sampling and Documentations
* Intimation & Communication about shipments to customers,
* Preparing all documents of export shipments both Abroad and Local Sales
* Daily Reports

**Officer Administration – TVS & Sons ,Kaloor ,Cochin (From Sept 2002 to Sept 2004)**

**Responsibilities**

* Managing Front Office Activities
* Sales Administration & Billing
* HR Activities

**Front Office Executive – Veega Land Amusement Park ,Kerala ( From Sept 1999 to Dec 2001)**

**Responsibilities**

* Managing Front Office Activities
* Communication & Co –Ordination with Vendors.
* HR Activities
* Office Administration

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**EDUCATIONAL DATA**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Course | Institution | University |  |  | Year of |  |  |
|  |  |  | passing |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **MBA** | Open | Dr.C.V.Raman | University, |  |  |  |
|  | *(Marketing* and | 2012 |  |  |
|  | *HRM.)2Years* | University | Bilaspur (C.G) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | St. Xavier’s | Mahatma | Gandhi | University, |  |  |  |
|  | **B Com** | College, | 1998 |  |  |
|  |  | Aluva | Kottayam, Kerala |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Pre Degree** | Carmel | Mahatma | Gandhi | University, | 1995 |  |  |
|  |  | College | Kottayam, Kerala . |  |  |  |  |
|  | **S.S.L.C** | FACT High | Kerala State Board |  | 1993 |  |  |
|  | School |  |  |  |
|  |  |  |  |  |  |  |  |
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**COMPUTER EFFICIENCY**

* Microsoft Office & Adobe Packages, ( St. Xavier’s College, Aluva)
* Internet Savvy & Skype
* Tally ( L.C.C)
* Working Experience in E.R.P & SAP

I hereby certify that all the above mentioned facts are true to my knowledge. More reference shall be provided on request.

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