## C:\Users\USER\Desktop\BIJU PHOTO.jpg**ARSHIYA**

 Email**:** **arshiya.385520@2freemail.com**

##### Summary of Career

* **2.5** Years of diversified experience in areas of Marketing, Managerial skills, Leadership skills, Human resource development aspects, Business development activities, Research projects, National and International Presentations.

##### WORK EXPERIENCE

* Marketing executive May 2016 to April 2017 (1 Year)
* Marketing executive cum Assistant May 2017 to October 2018 (1.6 Year)

##### Educational Qualifications

* 2018 MBA: MEASI INSTITUTE OF MANAGEMENT-CHENNAI-INDIA |82%|
* 2016 B.COM: JBAS COLLEGE FOR WOMEN-CHENNAI-INDIA |80%|
* 2013 CLASS 12th: MONTFORD SCHOOL-CHENNAI-INDIA |93.75%|
* 2011 CLASS 10th: MONTFORD SCHOOL-CHENNAI-INDIA |80.30%|

##### Computer Skills/ Software Skills

* Applications : Microsoft Office Tools (MS Excel, MS Word, Power Point )
* Accounting Software : SPSS and Tally

**Job Responsibilities**

* Communicating with the clients using E- mail / telephone / written.
* Designing and developing the product with creative ideas and themes
* Creating and maintaining reports in Excel that allows the company to get Information on daily business activities.
* Client Meetings and presentations to pitch sales
* Recruitment and Payroll

##### Achievements

* Runner up in Asia’s largest event organized by Horlicks edu media in 2011
* President of Young Entrepreneurs Forum club from 2015-2016
* Certificate of Appreciation and cash prize of Rs.50,000/ for the project made with RBI
* Awarded Certificate of Merit twice for National level college projects 2017 and 2018
* Active Member of Madras Management Association (MMA) 2016-2018
* Research paper presented in National and International conference at GSS Chennai, CET Trivandrum, Eastern University Sri Lanka
* Active Participant and winner of various Paper Presentation, Debate, and Product launch, Seminar, Essay writing etc.

##### Industrial Visit

* Ashok Leyland Ennore plant, Chennai, India
* Hantsun dairy industries, Chennai, India
* Mitsubishi, Chennai, India

##### Personal Details

* Date of Birth : 17th June 1995
* Gender : Female
* Nationality : Indian
* Marital Status : Single
* Language Known: Expert level English, Hindi, Urdu, Tamil & Basic Malayalam

##### Why to hire me?

Because of My Attitude, Integrity, way of handling work, previous work experience and Master’s degree is an added advantage to understand the work better and serve the organization with the best possible ways.

##### Declaration

I solemnly declare that the information mentioned by me in this form is correct to the best of my knowledge and belief.