



LEJO THOMAS

Highly motivated competent, vibrant and proactive MBA professional with 6 years of experience in office administration & marketing looking for an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.

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CORE COMPETENCIES

Innovation
expertise

Product
development

Guest Service
Management

Leadership

Office
Management

Team
Management

Interpersonal
Skills

Liaison &
Coordination

Employee Data
Management

PROFESSIONAL HIGHLIGHTS

Marian Agathi Mandiram	Office Administrator	February 2019- November 2021
High Range Medical Electronics	Office Administrator	January 2018- December 2018
Malayala Manorama	Marketing Executive	June 2015 – December 2017

EDUCATION

Master of Business Administration	2013-2015	MG University
Bachelor of Business Administration	2010-2013	MG University

PROFILE SUMMARY

Administrative:

- Expert in **handling customers, overall office management and coordination**
- Coordinate activities throughout the company to **ensure efficiency and maintain compliance** with company policy
- Act as primary liaison** between the company, staff, and customers providing information, answering questions, and responding to requests
- Experienced in **preparing monthly reports, presentations and documents** as required by the Management

Marketing:

- Carrying out market investigation, client surveys to assess **demand, brand awareness and positioning**
- Coordinate and represent company **exhibitions, digital events, trade fairs, virtual product launches and brand awareness programs**
- Expand marketing opportunities**, which involve placing advertisements in national, regional newspapers, social media advertising and publications
- Billing** of online and offline products through **SAP**

WORK EXPERIENCE

Feb 2019 –November 2021

Marian Agathi Mandiram, India as Office Administrator

Key Result Areas:

- Manage new admissions and intake of inmates.
- Submit reports and prepare proposals as needed.
- Maintains stock lists and order office supplies as required.
- Answer or receive phone calls, assisting callers with their questions and inquiries, and if need be, connect callers with appropriate staff professional.

- Update and maintain databases, file confidential information and records and compile the same.
- Report any updates or pertinent issues that need addressing to the office manager.
- Provide administrative support in daily activities such as word processing, data entry, labeling, filing, duplication of materials.
- Provide assistance where necessary in case of emergency and crisis.
- Managing tasks and ensuring that they are completed in accordance with existing policies and procedures.
- Handling basic office duties and reporting to the Social Justice Department.

Jan 2018 – December 2018

High Range Medical Electronics , India as Office Administrator

Key Result Areas:

- Managed new hire employee hiring and documentation of employee file
- Maintains stock lists and order office supplies as needed.
- To provide administrative support.
- To prepare internal and external communications like memos, circulars etc.
- To prepare and maintain records on all the major activities and assisting in monthly reportings.
- Reviewing of monthly invoices
- Entrusted to manage office in supervisor's absence
- Update and maintain databases, file confidential information and records.

Jun'15- Dec 2017

Malayala Manorama Co. Ltd, India as Marketing Executive

Key Result Areas:

- Conceive and develop efficient and intuitive marketing strategies.
- Organize and oversee advertising/communication campaigns, (social media, TV etc.), exhibitions and promotional events.
- Development of new product named Tapey Tapey.
- Testing the product before initial launch through the UAT.
- Communicating with the advertising agencies for the updation regarding the feature development of the product for better customer satisfaction.
- Billing of the respective digital products.
- Virtual launches of digital products
- Co-ordination of mega event such as M4 marry Wedding Fair and Exhibitions of the company products
- Active participation in brand awareness programs of offline products within the Marketing Department
- Idea generation of products according to the latest Market Trends
- Monitor progress of campaigns using different metrics and submit report of performance
- Collaborate with marketing team in preparing budgets and meeting expenses Creativity and commercial awareness of marketing products digitally
- Involved in the development of product named-Job Portal ,collecting wide databases regarding different job roles

PERSONAL DETAILS

Place of Birth:	Saudi Arabia
Date of Birth:	10 th October 1991
Languages Known:	English, Hindi, Malayalam
Nationality:	Indian
Visa Status:	Visit Visa