




## SAYED MOHAMMED EHSAN

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### **CAREER OBJECTIVE**

To work in an organization where I can grow professionally and Personally, which will enable me to contribute my analytical skills towards the company objective . And I could give the guarantee that I will give my best.

### **PERSONAL STRENGTH**

- Positive Attitude.
- Proactive in approach and successful planning.
- Good Leadership Abilities.
- Passionate for work.
- Ability to adopt and learn new technologies.
- Ability to work in team or individually and take up responsibilities.
- Good writing skills

### **LITERACY**

- GOOGLE ANALYTICS
- WORDPRESS
- SEO (Search Engine optimization)
- SMO (Social media optimization)
- MS Office (Word, Excel, Access, Power point)

### **Relevant Experience**

#### **DOCUMENT CONTROLLER**

*Doorpedia Pvt Ltd. April 2020 - Jan 2021*

##### **JOB PROFILE**

- Store and maintain company documents in both electronic and physical forms
- Created and maintained all client-facing knowledge base articles.
- Taking orders from the customers and passing it to the clients.
- Speak with suppliers.
- Responsible to ensure that all inventory documents are stored .
- Upgrading the brand image of the company.

#### **MANAGER CUM ONLINE MARKETER**

*The Cafe Madeleine(R). Oct 2017 - Jan 2020*

##### **JOB PROFILE**

- Recruiting employees, assigning tasks, enforcing safety standards , maintaining inventory.
- Optimize content for the social networking channels such as Facebook, Instagram, whatsapp
- Building online connection with customers
- Creating brochure and making picturesque Ads

- PHOTOSHOP, ADOBE ILLUSTRATOR
- DIGITAL BUSINESS CARD MAKING
- QR CODE GENERATOR

## PERSONAL DETAILS

- DOB: 24/08/1993
- Nationality: Indian
- Marital Status: Married

## LANGUAGE PROFICIENCY

- English
- Hindi
- Malayalam
- Tamil

## PASSPORT & VISA DETAILS

- Passport No :K1518629
- Passport Expiry :02/02/2022
- VISA: 3 Months visit Visa

FOR MORE  
PERSONAL DETAILS



## EDUCATION

### BANGALOUR UNIVERSITY

#### DIPLOMA IN DIGITAL MARKETING

April 2016

- Certificate in Digital Marketing
- 6 months course to hone online marketing skills
- specialized in picture editing skills and google analytics etc

### BCA (Bachelor of Computer Applications)

Back lock March 2016

- Undergraduate degree course in computer applications
- Vice President of acharya College IT Society
- Undergrad Teaching Assistant for Intro to c++ programing.

## HIGHER SECONDARY EDUCATION

**SUB : COMPUTER SCIENCE, MATHAMETICS ,  
PHYSICS, CHEMISTRY**

**Puthur Govt H S School Vadakara, Kerala. (2011-13)**

## SSLC (Secondary School Leaving Certificate)

**SREE NARAYANA HIGHER SECONDARY SCHOOL,  
VADAKARA**

**(March 2011)**

## AREA OF INTEREST

- Document controller
- Online marketing
- Administration
- Computer operator
- Advertising
- Picturesque Designing