


DEVISREE J J

 Devanandsree@gmail.com

 (971) 562628896

 203Sunshine Building, Bur Dubai,DXB

Oct 14, 2020

Dear Sir/s,

Hope you are well!

I write with regards to my intention to progress my career to the next step; and you happen to be an obvious choice.

As you might be aware, currently I am spearheading **Digital Medial Marketing and Administration** in an **IIFS Indian Institute of Fire And Safety, India** since **Jan2020**, post a **5 year** highly rewarding **Experience with various Educational and Business Enterprises**.

On a given day at office, I manage a team of professionals on the Operations floor and am the single conduit to over **20Business Development** colleagues from across the State of Kerala for their **Administrative and Logistics** solutions. I report directly to the **Founder** of the Company on day today as well as high level **MIS** respectively. I oversee my department's holistic development and am instrumental in the continuous evolution of formative management strategies, target settings, and reviews, whilst continually delivering on customer as well as stake holder expectations.

I am now looking to progress to the next stage in my career; and with over **6 years** of cumulative working in corporate **customer-centric organizations** since **2014**, I am capable to offer your organization a competitive edge at **Technical, Operational** as well as **Business Development** dimensions. With core competencies honed and mastered around *customer service, market orientation, and thought leadership*, I am certain of being an asset to your organization in achieving and sustaining its futuristic vision.

I would really appreciate if you could take time to scan my resume attached herewith.

I can make myself available to discuss at a convenient time of yours.

Thanking your for taking the time.

Devisree JJ

DEVISREE JJ

CONTACT ME



#203SUNSHINE
BUILDING BUR DUBAI
DXB 122002



971-562628896



devanandsree@gmail.com



<https://www.linkedin.com/in/devisree-j-j-4a7b58198>

ACADEMICS

Bachelor of Education [B.Ed.]

Bachelor of Science [B.Sc.]

Diploma: Computer Application

Post-Graduation Diploma:
Computer Application [PG-DCA]

PERSONAL INFO

DATE OF BIRTH 30-04-1990

NATIONALITY INDIAN

GENDER FEMALE

MARITAL STATUS MARRIED

VISA STATUS VISITING VISA

VISA VALIDITY TILL 4 JAN 2020

PASSPORT NUM R5980235

PASSPORT VALIDITY 16/11/2027

PROFILE

Seeking a challenging and quality environment, where my knowledge can be shared and enriched. Also, looking for a vibrant career which offers ample scope for the improvement of skills, with a responsible position in a progressive organization. Hardworking and focused Administrative professional offering excellent communication, planning and prioritization skills demonstrated through 7 years of performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

CORE COMPETENCIES

Accounting

Business Consulting

Client Relationship

Fashion Designing

Filing and Operations

Marketing – Business Development

Mail

Recruitment

Sales

Supervision

Teaching

Telemarketing

Social Medial Handling

Searching Engine
Operations

Digital Marketing

DETAILED WORK EXPERIENCE

IIFS INSTITUTE KERALA

ADMINISTRATIVE OFFICER & MARKETING

JAN 2020 – TILL DATE

- Clerical Tasks: involve answering telephone calls and making the appropriate transfers, processing new client accounts, maintaining customer accounts, implementing changes to existing accounts, and filing documents and other paperwork.
- Resolving customer complaints via phone, email, mail or social media
- Handling Problems
- Generating social media leads and handling it.
- Maintained expert-level skills in digital platforms such as face book, instagram platforms.
- Verified client messages were answered within time to establish quick and effective issue resolution.
- Oversaw numerous social media campaigns, including creating leads, engaging with target audiences and boosting reach with strategic ad placements.

E-COMMERCE WEBSITES. STUDY ABROAD TEAMS

DIGITAL MARKETING CONSULTANT

AUG 2019 – TILL NOW

- Resolving customer complaints via phone, email, mail or social media
- Handling Problems
- Generating social media leads and handling it.
- Provided digital marketing solutions to matrimonial website, study abroad consultants,e commerce website, educational institutions and stress dial businesses.
- Maintained expert-level skills in digital platforms such as facebook, instagram platforms.
- Tracked and reported on marketing campaign performance monthly to help with optimizing current and future plans.
- Delivered effective and innovative digital campaigns.
- Masterminded highly successful digital strategies for various platforms to attract customer engagement.

BRILLIANCE EDUCATION DUBAI & HORIZON TVM (SISTER CONCERN)

PROJECT MANAGER & ADMINISTRATION

APIL 2017 – FEB 2019

- Liaise effectively with designated schools at Dubai to promote the institution and effect successful transition of the students
- To provide information and guidance to groups about the institution and offer support available
- To support the effective admission of students
- To provide impartial guidance to individuals
- To run the department in its entirety in an end-to-end fashion

SIVA ENTERPRISES

ENTREPRENEUR

MAY 2014 – SEP 2016

- Major distributors of all kinds of households and soft drinks at Trivandrum)
- Owned and ran end-to-end administration and accounting
- Handled Pre-and Post Sale servicing
- Handled marketing, sales and customer facing situations
- Worked with accounts, recruitment, and training of staff
- Clerical Tasks: involve answering telephone calls and making the appropriate transfers, processing new client accounts, maintaining customer accounts, implementing changes to existing accounts, and filing documents and other paperwork.
- Resolving customer complaints via phone, email, mail or social media Handling Problems.

SELF DECLARATION

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED IS TRUE TO BEST OF MY KNOWLEDGE

14/10/2020