

Soujanya B

+971555791682

bsoujanya411@gmail.com

Documentation Specialist, Business Consultant, Digital Marketing & designing Specialist equipped with extensive experience. Employees excellent leadership skills and multi-tasking strengths.



Experience

Documentation Specialist – Synergy Fin Consulting, Dubai UAE
Mar 2020 - Present

- Organizing an archiving system.
- Labeling, sorting and categorizing documents for ease of use.
- Retrieving documents upon request.
- Outlining a long-term storage strategy.
- Adhering to regulatory requirements.
- Working with colleagues to ensure consistency of documentation practice across the company.
- Training employees on efficient documentation usage.
- Assisting with both internal and external audits.
- Ensuring documentation integrity.
- Controlling access to documents.
- Proofreading documents upon request.

Business Consultant - Synergy Fin Consulting, Dubai UAE
Mar 2020 - Present

- Organizing and executing assigned business projects on behalf of clients according to client's requirements
- Meeting with assigned clients when needed and perform an initial assessment of a problematic situation
- Collecting information about the client's business through a variety of methods (shadowing, interviews, surveys, reading reports etc.)
- Attending Online International BNI meetings and hosting
- Cold calling with clients across the globe

Technical Proficiency

- C, C++, Java, Python
- MS Word
- MS Excel
- Power Point

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Bachelor of Engineering:
Information Science &
Engineering – 2019 Atria Institute
of Technology Bangalore, India

Digital Marketing & designing Specialist – ARTOZE Gallery and Exhibitions, Dubai UAE, May 2020 – Present

- Develop and manage digital marketing campaigns
- Manage organization's website
Optimize content for the website and social networking channels such as Facebook, Twitter, Instagram, LinkedIn
- Fix any error in online content and arrange webinars
- Edit and post content, videos, podcasts, and audio content on online sites.
- Execute social media efforts to improve KPIs, likes, shares, tweets, etc.
- Creating and executing SMS, and email-based marketing campaigns.
- Designing Virtual Art Galleries Flyers, Social media Posts, And Magazines

Business Development Manager – Sphatika Facility Service, India June 2019 – Decemeber 2019

- Panning and overseeing new marketing Initiatives
- Arranging business meetings with perspective clients
- Developed growth strategy focused both on Financial gain And Customer satisfaction

Engineering Projets

Mini Projects :

- Cosmetic Management System(using html, php, Mysql)
- Password Protected Personal Dairy (using C language)
- Health Management System for Old Age Home (using HTML,CSS, JavaScript, PHP)

Acadamic Seminar :

- Arial Communication (Flying Based Systems)

Major Project :

- Detection of Cancerous Profiles Using Machine Learning (using Python)

Extra Curricular

- Completed workshop on Cyber Security & Ethical Hacking
- Completed Internship based on IOT
- Had been awarded as the best fashion icon in Nilgiris Epic Events
- Had been participated and awarded in many competitions related to music and dance
- Content writing for blogs, magazines, social media handles

Languages

Known

	Read	Write	Speak
English	● ●	● ●	● ●
Kannada	● ●	● ●	● ●
Hindi	● ●	● ●	● ●
Tamil	● ●	● ●	● ●

Personal Information

- Nationality : Indian
- Passport no :T9369114
- Visa : Employment Visa
- Marital status : Single
- DOB : 19/08/1997