



## **Vaishna Bright – MBA Operations & Finance**

Mobile: +917025216883 (India), +971522859734 (UAE)

Email: [brightvaishna@gmail.com](mailto:brightvaishna@gmail.com)

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❖ **Public Relations Officer**

❖ **Sales Executive**

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### **Areas of expertise include:**

- Strategic Planning
- Public Relation
- Team Building
- Risk Analysis
- Trend Analysis
- Performance Management & Measurement
- Business Process Improvement
- Leadership Quality

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### **PROFESSIONAL EXPERIENCE**

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❖ **AKG SHIPPING LLC- DUBAI, UAE**

Position – Sales Executive

Duration-From September 2018 to June 2019

❖ **CONSPI ACADEMY FOR MANAGEMENT STUDIES**

Position – Public Relations Officer

Duration – From November 2016 to May 2018

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### **JOB ROLES AND RESPONSIBILITIES in AKG SHIPPING LLC, DUBAI**

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#### **DEMONSTRATED SKILLS**

- Proven Success in all aspects of marketing functions
- Execution of Airway Bill (AWB) and Bill of Entry.
- Achieved and exceeded sales targets as per business plan
- Strong interpersonal skills and the ability to work as part of a team
- Relevant experience in logistics sales & marketing
- Developed contracts with prospective clients / corporate / leasing
- Securely managed client's / customers confidential data
- Reliability and flexibility, and the capacity to work to deadlines
- Generate sales for all our product such as air freight, sea freight and road transportation, warehousing, clearance and delivery
- Develop prospective clients, make cold calls and service and grow existing clients
- Handling customer enquiries, overseas agent enquiries, sending timely response, quotes and timely update on execution and further arrival/ departures.
- Timely follow up on payments due from customer and ensure collection of the same within stipulated period.
- Follow regular reporting schedules and updates on daily activity as per timeline assigned.

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**JOB ROLES AND RESPONSIBILITIES in CAMS**

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- Planning and conducting promotional campaigns.
- Dealing with inquiries.
- Expanding number of applicants to the MBA program.
- Cold calling.
- Coordinate office activities.
- Arrange appointments.
- Coordinating mail flow in and out of college
- Collect and distributing parcels and other mails.
- Book keeping, filing and clerical activities.

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**COMPUTER CREDENTIALS**

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- Microsoft Office Packages, Excel , MS Word , MS PowerPoint
- Internet Surfing and Browsing

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**EDUCATIONAL QUALIFICATION**

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University / College	Subject	Year of Passing
Cochin University of Science and Technology, India	MBA- Operations & Finance Management	2016
Bharathiar University	BBA	2014
SNVHSS, Kerala, India	PLUS TWO	2011
SNVHSS, Kerala, India	SSLC	2009

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**PERSONAL DETAILS**

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- Name Vaishna Bright
- Gender Female
- Father's Name Bright
- Date of Birth 27-08-1994
- Nationality Indian
- Languages Known English, Malayalam, Tamil
- Email brightvaishna@gmail.com
- Mobile +917025216883,+971522859734

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**PASSPORT DETAILS**

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- Passport Number R4650281
- Place of Issue Trivandrum

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**I hereby declare that the above informations are true to best of my knowledge.**

**VAISHNA BRIGHT**

