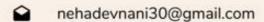
## SAMAIRA CHHABLANI

BUSINESS ADMINISTRATIVE & DIGITAL MARKETER



+91-9011779944

Pune

Committed Business Administration graduate & certified Digital Marketer highly skilled in forward-thinking strategies and MS Office. Pursuing a new role where hard work and dedication will be highly valued

## **EDUCATION**

Bachelor of Business Administration (2011 - 2014)

Certification in Digital Marketing (Google)

Diploma in Interior Designing (2011-2013)

## **SKILLS**

Content Writing

Microsoft Office

Operations Management

Communication Skills

Database Management

Tally & ERP



## KEY QUALIFICATIONS & RESPONSIBILITIES

- Provided market research, forecasts, and consumer trends along with content/blog writing.
- Started a blog to discuss productivity, career and other current trends
- Managing marketing content for social media, bolstered blog content with attention to SEO and keyword research
- Co-ordinating schedules and workflows to meet business demands
- · Exceptional MS Office and written skill
- Strong understanding of business efficiency methods
- Proactive problem solver and analytical thinker
- Able to work independently or as a part of team