

# SAMAIRA CHHABLANI

BUSINESS ADMINISTRATIVE  
& DIGITAL MARKETER

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📍 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

Microsoft Office	● ● ● ● ●
Operations Management	● ● ● ● ●
Communication Skills	● ● ● ● ●
Database Management	● ● ● ● ●
Tally & ERP	● ● ● ● ●
Content Writing	● ● ● ● ●

## 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