

Blecy Jaiyawala

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OBJECTIVE

Result Oriented professional with 1.11 years of work experience having knowledge of Content Writing, Digital & Social Media Marketing. To create a good position in the corporate world with devotion, hard and smart work to the goal of the organization to work enthusiastically with the team.

WORK EXPERIENCE

01/08/2018 – Present

Customer Support Executive, Dominant Infotech, Surat

Responsibilities:

- Support to client
- Data Entry
- Learning of Digital Marketing
- Content Writing
- Website Admin side support
- Testing of Web admin panel and android application
- Handling of Just Dial Inquiries

Social Media Manager & HR Manager, Dominant Infotech, Surat

Responsibilities:

- Blog Writing (www.blog.dominantinfotech.com)
- Website & Other (Content Writing)
- Manage the business page of social media clients (social media post planning, social media platform analytics)
- Management of social media platforms (Facebook, Instagram, Pinterest, Google Business, LinkedIn & Twitter)
- Create the Facebook ad campaign through lead generation with Facebook Ads Manager
- Create Google Adsense (Google analytics, keyword analytics, keyword planner)
- SEO & SEO Audit (In learning phase)
- Employee Engagement Activities
- Employees Management

EDUCATION

2014-2018

**Bachelor of Computer Engineering (BE), C K Pithawala
College of Engineering & Technology**

ADDITIONAL SKILLS

- Content Writing
 - Blog Development
 - Social Media Marketing
 - Ads Campaign (Facebook & Google)
 - SEO
 - Testing
 - Customer Support / Sales Inquiry Handling
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