



Preeti

Social Media Manager

Contact

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📍 Faridabad, Haryana

Education

Bachelor's of Computer
Application (BCA)

MDU, Rohtak

2021 - 2024

Skills

- Client Coordination & Communication
- Team Collaboration
- MS Office (Word, Excel, Outlook)
- Time Management
- Meta Ads Manager, Google Sheet
- Social Media Strategy
- Content Planning
- Canva, video editing
- Analytics & Reporting
- Scheduling Tools

Language

Hindi

English

About Me

Creative and results-oriented Social Media Manager with 1 year of hands-on experience in planning, executing, and optimizing social media strategies across platforms such as Instagram, Facebook, LinkedIn, and YouTube. Skilled in content creation, analytics, and audience engagement. Looking to leverage my skills to grow brand awareness and generate quality leads for a dynamic organization.

Work Experience

Aug 2024-Present

Pranshi Infra Advisor Pvt. Ltd

Social Media Manager

- Created and implemented monthly content calendars aligned with brand goals and trending
- Tracked engagement metrics (likes, comments, reach) and generated weekly performance reports
- Led a team of 4+ creative professionals including a graphic designer, video editor, and digital marketer — ensured timely content delivery and campaign execution.
- Coordinated between clients, sales teams, and management for smooth operations.
- Maintained daily schedules, arranged meetings, and handled documentation.

Feb 2024-july2024

Girnar Insurance Brokers Pvt. Ltd.

Relationship Manager

- Build a Productive relationship and Positive synergy with chanal partner
- Lead partner meetings to identify their financial goals and plans.

Certifications

- Nss Special Camp 2021
- District level Camp Conducted by DISTRICT RED CROSS FED 2022
- President in Rotary Club 2023-24
- President in YRC (Youth Red Cross) 2022-23
- Best PPT Award 2025