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Objective

Build a prospective career in the industry with my devoted interest in the same field, by gaining wisdom and developing skills from a prominent educational institution.

Experience

Key Skills

- Judgement & Decision Making.
- Critical Thinking.
- Responsible /Accountable.

❖ MAVERICK ROSE GROUP, SOUTH MELBOURNE- Internship

Duration: Six months.

- Collecting quantitative and qualitative data from research papers for the various ideas put forward (Academic Backup).
- Performing market analysis and research on competition, bringing in ideas to improve the companies' chance to go up.
- Supporting the marketing team in tasks, to reduce their work load.
- Creating innovative ideas for a project that was assigned to our team for about six months and put the forward the final draft (Worked under Peter Cantwell).

❖ SHINE DENTAL GROUP, CRANBOURNE – Receptionist (Casual)

- Supervised all the aspects of reception area that included greeting customers, & responding to telephone and in person inquiries.
- Booking consultation times for the patients as per their request and the doctor's availability.
- Help in managing the social media platforms by following up with comments of the customers.

❖ GULF PAPER MANUFACTURING CO. K.S.C, Kuwait – Sales & Marketing (Full Time)

Duration: One year and two months.

- Manage capital purchase, direct client relation, generate and maintain tracking information's of the product.
- Contact the banks and prepare bank documents for the specific clients, which would include the information's with regards to the mode of payment.
- Process quarterly sales report of each client and present it to the Manager.
- Collaborate with other departments like finance and accounting when orders are being processed.
- Create and develop letters with regards to the quote of the orders assigned to the clients and fax/email it to them.
- Organise details of special events, travel arrangements and itinerary for the Manager.

❖ **HOLIDAY INN DOWNTOWN, KUWAIT- Internship**

Duration: One month

- Create, maintain & enter information into database.
- Sourcing information produce reports and analysing reports.
- Planning and scheduling social media content in advance.
- Taking care of the employee records and updating them.

Other Experience

❖ **SEA MIST FISH & CHIPS, Bentleigh East – GRILL CHEF (Part Time)**

Duration: One Year

- Managing all aspects of kitchen and cooking area-Responsible for the kitchen when the main chef is absent.
- Managing all kinds of pre-preparation duties.
- Assisting in purchasing supplies and taking inventory.
- Deal with marketing needs of the shop-creating coupons, advertising deals etc.
- Tactfully handling any customers' feedback, concerns or suggestions.
- Mentoring, training and supporting chefs.

Trainings

- Computer skills – MS Word, MS Excel, MS PowerPoint, MS Publisher, Outlook.
- Adobe (Basic Knowledge).

Education

Class/Degree	School/University
B.sc Food Science & Management	MOP Vaishnav College, Chennai
Master of Marketing	Swinburne University of Technology

Availability

Full-Time