

UMARUL FAROOQ V.V

Office Manager

+91 7736 23 43 77

umarulfarooqvv@gmail.com

www.linkedin.com/in/farooqvv

WORK EXPERIENCE

Speakerbox Media LLP

Manjeri

Office Manager

2022 - Present

- Continued to handle accounting responsibilities while also taking charge of office maintenance and structures
- Managed various office-related tasks, ensuring a smooth and efficient work environment.

Accounts Manager

2021 - 2022

- Managed accounting functions, financial forecasting, and client relationships
- Led and mentored a team of designers to ensure timely and high-quality project deliverables while providing exceptional customer service
- Oversaw budget management and reporting for the company

Social Media Specialist

2021 - 2022

- Managed social media accounts for multiple clients
- Created and scheduled engaging content
- Executed successful paid promotion campaigns
- Designed creative graphics for client and internal marketing efforts

Business Development Executive

2020 - 2021

- Responsible for managing end-to-end business development activities
- Includes various aspects such as marketing, account management, and client relations

Medinest Polyclinic

Pookkottur

Receptionist cum Medical Assistant

2019 - 2020

- Managed administrative tasks, including handling accounts, answering phones, and scheduling appointments
- Assisted the physician with patient care, such as preparing exam rooms and documenting patient history
- Ensured smooth operations of the clinic

EDUCATION

Government Polytechnic College Manjeri

Manjeri

Diploma in Instrumentation Engineering

Graduation Date: 2019

Government Higher Secondary School Pookkottur

Pookkottur

Higher Secondary Education, Commerce with Computer Application

Graduation Date: 2016

PKMIC High School, Pookkottur (Kerala SCERT)

Pookkottur

SSLC

Graduation Date: 2014

SKILLS & INTERESTS

- Interests** : Graphic Designing, Research, Problem Solving, Automating Data
- Software Skills** : Figma, Google Suite, Microsoft/WPS Office, Photoshop, Illustrator, Notion, Slack, Trello, VS Code, Wave Apps, ZOHO Books.
- Technical Skills** : Fast Typing (26-30 WPM), Proficient in Excel/Spreadsheet, Accounting Skills, Social Media Management, Graphic Design/UI/UX, Google Suite, Data Analysis/Reporting, Financial Forecasting, Internet Marketing (Meta ads), Video Editing, Reel Making
- Interpersonal Skills :** Problem-Solving, Hardworking, Time Management, Dedicated, Adaptive, Active Listening
- Language Skills** : **English:** Basic Speaking, Proficient Writing, Proficient Reading,
Malayalam: Native,
Arabic, Hindi: Reading/Writing