



# Shalini N

Executive Assistant & Deputy  
Manager - Sales & Marketing

## Career Objective

To succeed in a dynamic and challenging work environment by putting my expertise and knowledge to the best of use thereby paving for opportunities for me to grow in the organization to take up more challenges and higher responsibilities. I would like to learn new things about the company, and to enhance my career path.

## Work Experience

**Deputy Manger & Executive Assistant to CEO -  
Ventures Capital Finance DUBAI UAE | March 2023  
to Present**

**As an Executive Assistant -**

-Calendar Management:

Schedule meetings, travel arrangements, events, and internal team meetings.

Prioritize tasks for efficient time management.

-Presentation Creation:

Develop and design presentations for various meetings and reports.

-Communication Handling:

Manage calls, WhatsApp messages, and email correspondence.

-Travel Support:

Accompany the CEO for meetings and events, ensuring smooth logistics.

-Stakeholder Engagement:

Organize and coordinate meetings with stakeholders.

-Team Building:

Plan and execute monthly team-building activities. Conduct one-on-one meetings with team members.

-Productivity Reporting:

Assist the CEO in generating productivity reports.

## Contact

UAE, shalininaidu68@gmail.com

+971 58 284 7941- Calling number

+971 563135446 - WhatsApp

+917892335903 - WhatsApp

## Education

Bachelor of computer application -

Bangalore University

## Skills

Sales & Digital marketing

- Lead Generation
- Social media marketing
- Creating a campaign on Google AdWords
- Google Analytics
- Logo designing
- Banner designing

CRM

- Salesforce
- Zoho

Dictation

Excel

Power point

AI Tools

# Languages

English  
Hindi  
Kannada  
Tamil  
Telugu

-Technical Skills:

Proficiency in spreadsheet software, Excel, and utilization of AI tools.

-Social Media Management:

Handle the CEO's social media accounts as required.

General Assistance:

-Provide overall support and assistance to meet the CEO's needs effectively.

**As a Deputy Manager -**

-Handled a team of 8

-Monitoring Team's performance report

-Sales Training

-Attending Events for the new opportunities

-Presentations to the clients for collaborations

**Team Leader - AMCA (Team of 10)**

**Tax & Audit firm DUBAI UAE | March 2022 to Feb 2023**

-Managing team reports and targets

-Attending client meetings

-Building new opportunities

-Telesales / Cold calling

**Lead Generation Specialist - Azuga**

**Bengaluru, Karnataka | June 2021 to Feb 2022**

-Generating qualified leads

-Cold calling and inside sales

-Giving a demo of our products - GPS tracking, dashcam Azuga routes for industries with huge fleet systems.

**Code Implementation Specialist - Digital Marketing**

**(Google AdWords and Analytics) - Regalix India Pvt**

**Ltd Bengaluru, Karnataka | July 2018 to May 2021**

-Code Implementation Specialist for website (Google AdWords and Analytics)

-Creating a campaign on Google AdWords Also worked for SAP ARIBA project in sales and marketing.

**Customer Service Executive - Concentrix**  
**Bengaluru, Karnataka | February 2017 to October 2017**  
**-Telecom process - Etisalat for UAE.**

- Troubleshooting the issue with tv, landline, internet.
- Raising the complaints for the technician visits solving billing issue.

**Personal Secretary in Administration Department -**  
**Global Construction**

**Bengaluru, Karnataka | May 2014 to September 2015**

- Supervising the team for Material purchase and following up with the vendors to track shipments and ensure timely delivery.
- Monitor the team members to keep track of quality, quantity, stock levels, delivery times, transport costs, and efficiency.
- Arrange warehouse, catalog goods, plan routes, and process shipments.
- Maintain metrics and analyze data to assess performance and implement improvements

**Technical Support Engineer - HP (Hewlett Packard)**  
**Bengaluru, Karnataka | July 2013 to March 2014**

- Troubleshooting on Notebooks, laptops, and other products of HP contact center
- The role involves interaction with customers for service to fix the issues.
- Taking ownership and analyzing data of customer issues reported and seeing the problems through to resolutions.