

JYOTI GHAVRI

SOCIAL MEDIA EXECUTIVE

CONTACT

Mobile: 7506592529
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Location: Chembur, Mumbai

EXPERIENCE

Digicore Technologies Pvt.Ltd

Intern
2nd May - 30th June 2017

ColorSpot

Social Media Executive
Joined on 22nd January, 2019

EDUCATION

IIBM

MMS in Marketing, Digital Marketing
2016-2018

PROFILE

I am an experienced social media executive who is looking for a full-time job in order to enhance my skills, and gain more experience and knowledge in my field.

- Accountable and responsible for handling 10+ major brands pages.
- To check and review all notifications on social media pages.
- Sending invites.
- Resolving the queries on the social media platform.
- Daily follow-ups.
- Forwarding the details received on social media pages through mail to the client.
- Writing contents for the upcoming post.
- Scheduling on Twitter, Instagram and Facebook.
- Planning for the upcoming posts.
- Creating graphic if required.
- Preparing a social media calendar.
- Putting Facebook and Instagram post on boost and switching off once target reached.

SKILLS

- Leadership and motivational skills.
- Ability to handle and work in a team.
- Quick learning ability.
- Ability to take responsibilities and complete it.
- Integrity.