

FARRAH JOSEPH

COMMUNICATIONS SPECIALIST/PROGRAM COORDINATOR



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06-11-1985

About: A post graduate in MA Communications with over 7 years experience looking to break norms and build a career with a strong firm. Looking for an opportunity wherein my skills and capabilities can be nurtured to guarantee excellent career growth.



EXPERIENCE

Program Coordinator

McKinsey & Company

During my tenure with consulting giant, McKinsey & Company, I was involved in a series of content writing for the intranet, planning the day-to-day routine, agenda, collaborating the guest speakers of many important functions such as Values' Day (an event celebrated globally), quarterly themed events and dinner functions, function-specific road shows, McKinsey Alumni events. From handling the logistics, catering, stage setup, guest list, guest speakers, and external vendors - keeping in mind the specific budget and the approvals required from the main Director. I was also entrusted with the task of arranging a data specific contact list of the client list within and outside Chennai. This being a very tedious task which requires not just regular updates but also in handling the database with utmost trust and confidentiality. Conducive in handling corporate workshops, have been involved in regular workshop and training with regards to time management, MBTI personality test, the art of communicating effectively, solving conflicts in the workplace, the iceberg theory, and many more

I resigned from the Company in January for my marriage in February 2017.

Copy Editor/Proofreader

Visual Graphics Computing Services

I was employed with Visual Graphics Computing Services (McKinsey & Company), as a Proofreader/Copy editor. I have extensive experience in Proofreading and Copy Editing bulk documents, with the sole intention of submitting quality presentations to the clients, within a given deadline. The job involves accurate time management and working under pressure, which strengthened during my tenure with the firm.

Customer Service Advisor

Aviva 24/7

Soon after my graduation I worked with an insurance company, AVIVA 24/7, as a Customer Service Advisor in a voice-based process dealing with clients from the U.K. for a period of 7 months. I quit the job to pursue my Masters.

11/2012 - 01/2017

03/2010 - 05/2012

08/2006 - 05/2007

7.56 p.m.
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EDUCATION

06/2007 - 07/2009

M.O.P Vaishnav College, Chennai

Masters in Communication/ Mass Communication : A large part of my academic experience stemmed from the exposure I was given in my Post graduation. Having passed out from an institute widely known for having one of the best media departments I have had the privilege to be a part of some of the below projects.

- I, alongwith a group, conducted an Advertising Campaign for a fictional Adventure Sports Club called "WildSide", where we were awarded the BEST PROJECT OF THE YEAR
- A documentary titled "Reel Spice" was brain-stormed, which was a group project, as part of our Audio Visual Production Curriculum.
- Other project activities for the first year were preparing newsletters/conducting market and media related research/book reviews/ working with the college FM studio.
- My first internship for the summer April-June 2008 was with a Music magazine called "The Score Magazine", where I was actively involved in every sphere of the day-to-day functions and events. My work involved extensive editing, proofreading, and copy editing, reporting, writing and marketing the magazine since it was newly launched and I had the pleasure of watching the organization take shape.
- I have also been part of a team that came out with both a print and online journal based on Animation. The journal is titled "Symmetry", where I took on the role of Editor-in-Chief.
- As my final year project, I, along with 7 other fellow students conducted a large-scale media seminar titled Outlook 09' at Mount Carmel College, Bangalore.
- As part of my final internship at college I worked with Ogilvy&Mather in both client servicing and creative departments for a period of two months. During this period I dealt with the clients of the company directly.

06/2003 - 07/2006

Stella Maris College, Chennai

Bachelor in Commerce/B.Com in Finance : I completed my under-graduation at Stella Maris, considered to be one of the oldest and most respected Christian institutes, During my internship period there was working with a private auditing firm for a period of four weeks. I received intensive training on vouching the accounts for a shipping company called Swarag Shipping Services Pvt. Ltd.

05/1996 - 05/2003

C.S.I. Ewart Higher Secondary School

I was born and raised in the Middle East (Abu Dhabi) until middle school. I moved to India in 1996 and completed the rest of my schooling at one of Chennai's prestigious all girl's institutes.



SKILLS

- Excellent communication
- Flair for writing
- Excellent team player
- Excellent people management skills, particularly in the field of PR
- Co-operative and able to work under pressure
- Good in free-hand sketching/painting



LANGUAGES

- English - spoken/written ●●●●●
- Tamil - conversational ●●●●○
- Hindi - spoken/written ●●●●○
- Assamese - conversational ●●●●○
- French - spoken/written ●●●●○

INTERESTS

Pursuing my passion for the love of Music & Art, as one cannot co-exist without the other. I have a side project called *Over The Edge Entertainment* with a team of 5 members. We organize regular music concerts in and around Chennai.

Other interests - Social Awareness drives such visits to Old Age Homes, a long term activist and supporter at Blue Cross, blood donation campaigns, GLAM rallies, walkathon for Aids Awareness and other social campaigns - Joined along with a wall painting team as an initiative to beautify the city - Certified senior first-aid specialist issued from St. John's Hospital, Mumbai and signed by the *President of India*.

Personal Details

Sex/Age/Date & Place of birth : Female, 32 years, November 6th 1985, Abu Dhabi (UAE)
Father's Name : Soosai Joseph (Late)
Mother's Name : Jeanette Joseph

FARRAH M. JOSEPH
Dulaijan, 2017