

# JEFFIN JAISON

Diplomatic Area, Manama | +973 3236 1102 | jeffinjaison.9@gmail.com

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## PROFILE SUMMARY

A multidisciplinary and people-centric individual, determined to bring value and maximize the profitability of any establishment through constant learning and revised implementation; employs empathy and compassion for customers and colleagues alike; prioritizes company values and works towards its long-term vision and goals; Aims to build a constructive career that contributes and caters to a collective betterment.

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## PROFESSIONAL SKILLS

Detail Orientation      Adaptability  
Customer Service      Critical Thinking

## TECHNICAL SKILLS

SEO      Inbound Marketing  
Copywriting      Frontend Web Development

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## EDUCATION

### Higher Secondary Certificate(HSC): Humanities

The Indian School, Isa Town – Bahrain

77.4% | CGPA 8.15

• Sociology • Psychology • Marketing • English • Home Science

Graduation Date

– 03/2021

### Secondary School Certificate(SSC)

The Indian School, Isa Town – Bahrain

• Social Science • Mathematics • English • French • Science

Graduation Date

– 03/2019

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## WORK EXPERIENCE

### Marketing Specialist Intern

01/2022 – 04/2022

#### Media Factory, Bahrain

- Provided marketing support from lead generation to customer research.
- Conducted competitive research and analysed industry trends.
- Performed in-depth study of company services and data analysis.
- Managed customer service on social media accounts.
- Optimized user experience on websites.
- Wrote and edited marketing copies.
- Assisted with the design of creative marketing campaigns and promotional materials.

## Customer Service Intern

07/2021 – 08/2021

### Magic Planet, Bahrain

- Answered customer queries and complaints.
  - Maintained tidiness and presentation of game and play area.
  - Organized merchandise and stocks.
  - Actively supervised children's play and practised safety precautions.
  - Effectively managed and recorded time allotment for play areas.
  - Remained up to date on company products and policies.
  - Established rapport with customers through attentive listening and improvisation.
  - Upheld service quality and standards in a fast-paced work environment.
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## CERTIFICATES

Fundamentals of Digital Marketing Certificate – Google Digital Garage

Email Marketing Certificate – HubSpot Academy

Search Engine Optimization Certificate – HubSpot Academy

Inbound Marketing Certificate – HubSpot Academy

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## PROGRAMMING SKILLS

HTML	JavaScript	Bootstrap	Unix Command Line
CSS	JQuery	Node.js	

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## LANGUAGES

Hindi – Native	English – Full Professional Proficiency	French – Elementary Proficiency
Malayalam – Native	Spanish – Limited Working Proficiency	

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## GITHUB PORTFOLIO

<https://github.com/jeffinix/>