

Nandini Valecha

OBJECTIVE

To achieve professional satisfaction position of responsibilities in the organization hierarchy to create an efficient & effective environment that encourage learning & growth.

EDUCATION QUALIFICATION

COURSE	INSTITUTE/ SCHOOL NAME	YEAR OF PASSING	PERCENTAGE
Secondary	10 th Sandipani Gurukul Porbandar (GSEB Board)	2015-2016	75%
Senior Secondary	12 th Commerce Sandipani Gurukul Porbandar(GSEB Board)	2017-2018	62%
Diploma in Event Management, mass media & PR	National Academy of Event Management & Development, Ahmedabad	2019-2020	66%
Masters in Digital Marketing	School of Digital Marketing Pune	2021	Completed

INTERNSHIPS

COMPANY NAME	PROJECT	DURATION	LOCATION	ROLES & RESPONSIBILITIES
NEMKA EVENTS	WEDDING EVENT	3 MONTH	AHMEDABAD	HOSPITALITY MANAGER
KRISHNA EVENTS	WEDDING EVENT	3 MONTH	AHMEDABAD	OVERALL COORDINATION

WORK EXPERIENCE

➤ Friends care foundation

I have been associated with Friends care foundation for one and half year (1st August 2018 to 31st Jan 2020)

- My key responsibilities were to coordinate with all Ngo Project activity planning and projection.
- Daily project activity with all records filing and coordination with volunteers.
- Projection Power point presentation, Budget excels maintenance and presentation of projection.
- Back office handling and making all post and pre file maintenance.

➤ Sambhaav Media

I have been associated with one of the renowned Media Company as a Sales and marketing scheduling coordinator for one and half year. (1st feb 2020 to 30th June 2021)

My key responsibilities were:

- Maintaining MIS for print media department (Abhiyan & Metro news paper)
- Coordinating with Sales team
- Maintain all records of Targets and achievements of all departments individually.
- Handling digital media for print media and Top Fm
- Maintain all Facebook, instagram, twitter and websites of the company.
- Preparing Bills for all inventory from all department
- Sales records of all team members
- Preparing proposal and rates for the ad.

➤ CorpTeaser

I have been associated with one of the versatile 360' Media Company as a Digital marketing executive (1st July 2021 to now)

My key responsibilities were:

- Handling social media accounts of several clients (Facebook/Instagram/Twitter/Linkedin/Youtube/Google my business, etc)
- Coordinating with graphics team for the designs
- Coordinating with the content writers for the content.
- Coordinating with clients and look after their requirements
- Maintain all records of payments and expenses.
- Preparing Quotations, invoices, proforma invoices, etc.
- Handling Google accounts (Google ads, Google Analytics, Remarketing etc)
- Maintain all ad campaigns running on social media, and Google.
- Maintaining SEO, SEM, SMM, Keyword research, Hash tag research, social media strategy, scheduling, budgeting, optimizing websites, etc
- Outsourcing and scheduling the resources
- Planning marketing strategies for the company
- Lead generation and sales coordination.

Tools

- MS OFFICE
- Canva
- Illustrator

INTEREST

- Travelling
- Computer design learning
- Calligraphy
- Event planning
- Communication and PR

PERSONAL INFORMATION

Date of Birth: 28th February 2000

Ahmedabad Address: ArunPrakash flats, Opp mocha café judges' bungalow road, Bodakdev, Ahmedabad

Mobile: 8160260125

E-mail: nandiniav282@gmail.com

DECLARATION

I hereby declare that above furnished information is true and correct to the best of my knowledge.

(NANDINI VALECHA)