

## Surya Nayana

suryanayana@gmail.com | Ph:8848544260| <https://www.linkedin.com/in/surya-nayana-01691654/>

### SKILLS

Leadership skill; strategic thinking and planning abilities Problem solving and analytical skills; Business development; Interpersonal and communication skill; customer experience and engagement.

### EDUCATION

<b>Professional Certificate in Digital Marketing &amp; Analytics</b> Indian Institute of Management, Kozhikode	2021-2022
<b>Master's in Business Administration (International Marketing)</b> University of Wales Lampeter	Sep 2010
<b>Bachelor's Degree</b> Mangalore University	April 2006

### EXPERIENCE

<b>Academy for Communicative English, Kerala, India.</b> <i>Administration and marketing Assistant</i> <ul style="list-style-type: none"><li>• provides administrative support to the academic teaching department.</li><li>• scheduling appointments, meetings, travel, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.</li><li>• assists faculty by providing information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading manuscripts,</li><li>• correspondence, and other material, obtaining desk copies of textbooks, making travel arrangements, and preparing expense reports.</li><li>• assists in marketing, sales and advertising activities.</li></ul>	<b>April 2011- Aug 2013</b>
<b>Hollister Co (Abercrombie &amp; Fitch), London, UK.</b> <i>Assistant store manager</i> <ul style="list-style-type: none"><li>• Scheduling shifts</li><li>• Assists in hiring and recruitment process</li><li>• provide training to the employees</li><li>• interacting with customers and helping staff</li><li>• Assistance in store and till management</li></ul>	<b>Jun 2008- Jan 2010</b>
<b>Go-go International (Garment exporting company), India.</b> <i>Retail Merchandiser</i> <ul style="list-style-type: none"><li>• Ensuring that best sellers are fully potential.</li><li>• Visited suppliers and stores for best/worst seller meetings.</li><li>• Planed budgets and presenting sales forecasts and figures for new ranges.</li><li>• Identifying production and supply difficulties and dealing with as and when it occurs.</li></ul>	<b>Mar 2007–Apr 2008</b>