

MANMEET KAUR

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PROFESSIONAL SUMMARY

I am a manager with years of experience in leading office and managing all kinds of corporate and social events. Looking for newer opportunities to bring a restart to my career.

HIGHLIGHTS

- Handled all the verticals of business- HR, Marketing, Operations, Business Management.
- At the mid-career life, keen to explore related/ newer business areas to enhance my professional and personal skills

CORE SKILLS

- People Leadership
- Administration
- Business Management
- High Communication Skills
- Customer Service
- Client Management

EMPLOYMENT BACKGROUND

Manager (Corporate Accounts/ Clients)

Innovative Ideaz & Events Pvt Ltd | June 2007 - Present

-- Involved in office management, business development, client servicing.

Supervisor (Operations)

Adlabs Ltd. | June 2005 - 2007

- Managed customers on the floor
- Attended to the specific requests of customers
- Supervised a handful of executives for day-to-day operations
- Provided and suggested the best type of weekly collaterals & posters designs

ACADEMIC EDUCATION

Symbiosis Centre for Distance Learning

PGDBA with specialization in Marketing (2005-2007)

Delhi University

Bachelors in Commerce (2003-2005)

South Delhi Polytechnic

Two-year Diploma Course in Advertisng, PR & Business Studies

Attended **St. Joseph's Convent School** from ICSE Board