

# Jefy Sebastian

Trivandrum, Kerala.

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Nationality: Indian

MS: Single

YOB: 1993



## PROFILE SUMMARY

To pursue career in a dynamic & progressive environment with an international organization, offering prospects of growth, career advancement & opportunities. Moves across all level & especially towards **Customer Service Fields, Client Coordinator, Media Professional, Office Administration, Executive Management, Secretarial, and HR Assistance.**

## CORE COMPETENCIES

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|----------------------------------|------------------------------------|------------------------------|
| • Excellent Communication Skills | • Project Management               | • Advertising                |
| • Content Management             | • Strong Urgency to meet deadlines | • Customer Service           |
| • Marketing                      | • Content editing and development  | • Great Attention to details |
| • Photoshop                      | • Presentation Skill               | • Innovation                 |

## ORGANISATIONAL EXPERIENCE

**Senior Executive – Scripbox – Bengaluru.**

**Feb 2019-till now**

### Job Responsibilities:

- Assist customers with account related and funds related queries.

**Associate-Trans Processing for DHL UK – Sutherland Global Services- Chennai.**

**Sept 2017-Sept 2018**

**Experience: 1 Year**

### Job Responsibilities:

- Assist customers with any shipment related queries.
- Assist customers to make payments.
- Providing sufficient documents so as to resolve their query.
- Follow up customers query through email.
- Raising requests and queries on behalf of customer regarding their concern.

**Media Coordinator/ Content Creator – Carry Homes-Cochin.**

**July 2014-Feb 2015**

**Experience: 7 Months**

### Job Responsibilities:

- Created content for the online magazine.
- Marketing strategies.
- Art creation for their web based projects.
- Helped coordinate meetings with the officials and clients

**Internship - Kairali Television- Trivandrum.****Academic Year 2011-2014****Job Responsibilities:**

- Worked with the producer as an assistant producer.
- Worked with the Editing sector.
- Helped in coordinating the participants on the shoot.

**Internship- Amritha Television- Trivandrum.****Academic Year 2015-2017****Job Responsibilities:**

- Worked with the producer as an assistant producer.
- Worked with the Editing sector.
- Helped in coordinating the participants on the shoot.

**Internship- Black Butterfly (Malayalam Movie)****Academic Year 2011-2014****Job Responsibilities:**

- Assisted the chief camera man as 2<sup>nd</sup> assistant camera women.
- Assisted the editing sector.
- Assisted the Still photography sector.
- Worked with the Arts production team.

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**ACADEMIC CREDITS**

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**Magazine:** Travel Mate**Role:** Editor, Designer, Content writer**News Paper:** The Voice**Role:** Content writer**Event Management:** Canshair**Role:** Event coordinator**PR Campaign:** Revive**Role:** Campaign coordinator

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**ACADEMIC QUALIFICATIONS**





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**Master of Arts in Communication (2015-2017)***Madras Christian College, Chennai, India.**Programme CGPA : 6.647, Grade : A+***Bachelors of Arts in Multimedia (2011-2014)***St Joseph College of Communications, Changanassery, India.**Programme CGPA : 2.69, Grade : B*

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**TECHNICAL QUALIFICATION**

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-  Microsoft Office
-  Microsoft Power Point
-  Final Cut Pro- Basics
-  Adobe Premier Pro

-  Adobe Photo Shop-Basics
-  Adobe Illustrator
-  Adobe Autodesk 3ds Max
-  Adobe Audition- Basics

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## PERSONAL TRAITS

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<b>Date Of Birth</b>	11 August 1993
<b>Languages Known</b>	English, Malayalam, Tamil, Hindi.
<b>Driving License</b>	Indian Driving License

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## DECLARATION

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I have tried to provide all the professional and academic details as pertinent to you. They are true to the best of my understanding and knowledge of the same. They are also open for your thorough scrutiny as you may deem fit. I am confident that you will find them worthwhile. I will constantly strive to the expectations you may have to deserve them.

Jefy Sebastian