



ELDHO SHAJU

MARKETING EXECUTIVE

 **LOCATION:** Kochi, Kerala, India

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 **DOB:** 10 – January – 1999

 **LINKEDIN:** [Eldho Shaju](#)

GENERAL SKILLS

- Microsoft Excel
- Microsoft Word
- Data Analysis
- Web Developing
- Designing

SOFT SKILLS

- Communication
- Collaboration
- Administrative support
- Customer Service

TRAINING & COURSES

- **Microsoft Excel (v2019)**
Udemy => December 2022
- **Fundamentals of Digital Marketing**
Google => January 2023 - present

LANGUAGES

- English
 *Proficient*
- Malayalam
 *Native*
- Hindi
 *Beginner*

PERSONAL STATEMENT

Prior Marketing Executive seeking a career change to the position of **Accountant/Finance** for future growth potential and new challenges that are more suited to my interests and personality.

PROFESSIONAL WORK EXPERIENCE

Marketing Executive & Academic Counsellor **Career Guidance Centre, Thrissur, Kerala.**

May 2020 – October 2021

- Advertising the course in 4 colleges to improve its popularity and provide consultation to the graduates.
- Proper evaluation of the revenue and expenditure and its recording on daily basis.
- Convinced more than 15 graduates through consultation, helping them to take admission to a particular course and college.
- Maintained customer relationships by providing the required services.
- Acted as the point of contact between executives and employees/clients.
- Collaborate with the management and other departments to recommend, develop, and implement strategies to maximize business productivity.
- Supervise and train over 5 newly hired employees, resulting in improved performance, subsequently increasing workplace efficiency.
- Gather and update official data in a regular and accurate manner, maintaining well-organized records to respond swiftly to various administrative needs.
- Verified the certificates and eligibility for the admission of 50+ candidates and performed several registration activities.

EDUCATION

Master of Business Administration

August 2019 – September 2021

- Specialized in **Finance and Marketing**
- Anna University, Chennai, Tamil Nadu.

Bachelor of Computer Application

July 2016 – April 2019

- Mahatma Gandhi University, Kottayam, Kerala.