ABHIMANYU JAMAIYAR

57 MIG, Lohianagar, Kankarbagh colony, Patna - 800020 | 9472976217 | abhijamaiyar@gmail.com

# Education

### **PG Diploma in Management | 2012 | Madurai Kamraj University**

### **B.Com (Hons.) | 2007 | Magadh University**

### **I.Sc | 2001 | Bihar Intermediate Education Council**

### **SSE | 1998 | Central Board of Secondary Education**

# Training

### **Advance Digital Marketing Training Program |Delhi School of Internet Marketing 2017**

# Google Certifications

### **AdWords Fundamentals**

### **Search Advertising**

### **Shopping Advertising**

# Key Skills

### **SEO (On Page & Off Page)**

### **Social Media**

### **PPC**

### **Website Audit**

### **Proposal Creation**

### **Content Writing**

# Experience

### **Digital Marketing Executive | Finesse Enterprises Pvt. Ltd. | September 2017 - Present** PATNA

* On-page and off-page activities for the clients
* Keyword Analysis
* Generating reports on weekly and monthly basis
* Website audit for client’s website
* Digital Marketing Proposal Creation
* Creating and managing Social Media profile of the clients
* Performing SMO activities
* Blogs writing and posting

### **Digital Marketing Intern | Wizzoi Infotech Pvt. Ltd. | June 2017 – Aug 2017** PATNA

* Managing on page and off page activities for the clients
* Managing Social Media profile of the clients, Facebook page creation and SMO activities
* Writing website contents, blogs, articles, author profile and company descriptions
* Coordinating with team during ad campaigns creation and suggesting relevant keywords
* Website audit for client’s website
* Digital Marketing Proposal Creation

### **Content Executive | GMR Web Team | June 2016 – May 2017 PATNA**

* Writing web content, blogs, articles, author profile, company description
* Coordinating with seo team for appropriate keywords for the write ups
* Editing and proof reading the content
* Creating smm posts, Twitter tweets, video descriptions for the clients
* Creating seo friendly and quality content to engage the audience

### **Office Manager | Watson Healthcare Pvt. Ltd. | January 2012 – October 2015 PATNA**

* Managing general administration of entire office activities
* Assisting in the new hire facilitation
* Managing invoice, inventories and stock control
* Taking care of printing and stationaries for the office
* Daily correspondence and meeting with clients

### **Operations Executive | BNY MELLON | October 2010 – December 2011 PUNE**

* Income processing & stock processing as per swift instructions
* Taking care of the backend operations for mutual funds and bonds
* Managing international swifts and payments
* Maintaining the records

### **Customer Service Advisor | Ventura India Pvt.Ltd. | July 2008 – September 2010 PUNE**

* Customer service for BMI Airways, UK
* Handled booking and reservations, flight schedules, baggage advice and special service requests
* Booking, reservation and refund and revalidation
* Re-issue of tickets, booking seats and meals for the passengers

# Hobbies

Listening to music, exploring and learning new things and watching adventure sports

# Strengths

Quick learner, hard-working, sincere

# Personal Details

Name – Abhimanyu Jamaiyar

Date of Birth – 4th November 1980

Marital Status – Single

Nationality – Indian

References – Will be provided on request