



SHLOKA DHRUVA

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PERSONAL SUMMARY

Self-motivated to excel in a domain of development to accomplish personal & professional goals. Organisational skills, attentional to detail, equally efficient in a team & individually. High learning agility, enabling growth for optimal results.

EDUCATION

Monash University

Masters of Collaborative Design

Melbourne, Australia | 2023 - 2024

Lala Lajpatrai College of Commerce & Economics

Bachelors of Management Studies

Mumbai, India | 2018 - 2021

WORK EXPERIENCE

AECC Global

Front Desk Administrator, Operations & Content Ideation

Melbourne, Australia | 2023 - Ongoing

- Registering clients, answering phone calls & assisting them with quality customer service.
- Handling administration from filing and maintaining records to stocking up on daily needs of the office.
- Assisting the migration team with applications, insurances and reports.
- Displayed creative ability by creating new content for social media platforms along with planning & executing of events hosted.

Cicarro Private Limited

Founder & CEO

Mumbai, India | 2021 - 2023

- Conceptualised, founded, researched, designed, packaged, introduced and more a business that supplies all inclusive experience crates to recreate an outdoor experience in your homes.
- Created a range of products & sold them to a wide customer base, while managing sales, finances, transport & everything in between.
- Designed all product boxes individually and marketed them to increase sales.

Fast Folk Media

Brand Management, Graphic Design, Social Media Management

Mumbai, India | 2022 - 2023

- Handling account for various brands, which included managing the brand completely as well as creating visual content.
- Social media management for the brands, along with conducting photoshoots and formulating ideas according to the new trends.
- Showed creative ability, by researching and creating new content each day for a variety of brands along with content writing.

KORD Designs

Social Media Marketing, Creation and Graphic Design

Mumbai, India | 2021 - 2022

- Designed creatives for multiple existing clients along with handling their social media pages including engagement.
- Made designs showcasing their products in order to increase sales, base & reach with respect to colour schemes, aesthetics & style.
- Wrote personalised content for each page in relation to their products highlighting their benefits.

CERTIFICATIONS

- Trinity School of London- Speech & Drama
- UNSW Global Australia
- UN Volunteers- Youth Empowerment
- NIIT- Digital & Social Media Marketing

SKILL SUMMARY

Business: Project Management | Creative Outlook | Adaptability | Teamwork | Multitasking Ability | Strategy

Technical: Microsoft | Adobe | Cinema 4D | Maya 3D | Sketch | Zoho CRM

LANGUAGES

- English
- Hindi
- Marathi
- Gujarati