## MARIYAM KHAN

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| ACADEMIC QUALIFICATIONS |

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| **Year** | **Examination**  **College | Board/University** | **Division** |
| 2015-2017 | **MBA**  Sikkim Manipal University DE | Pursuing |
| 2014 | **BA, Journalism and Mass Communication (Honours)**  Sikkim Manipal University DE | A |
| 2011 | **I.S.C**  Saint Paul’s Mission School, Kolkata | II |
| 2009 | **I.C.S.E**  Saint Paul’s Mission School, Kolkata | II |

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| WORK EXPERIENCE |

**Tucana Global Technology Mkt. Comm. Coordinator 12th Aug. 2014 till Date**

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| Description | * Strategy planning for promoting the company new advertising possibilities. * E-Marketing and E-Promotion for the Company(TTL and BTL). * Working with the team for smooth functioning of business operations. * Coordinating with Marketing Team Weekly Promotion Report. * Content writing and designing. * Coordinating with the graphic team in designing of company ads, like brochures and videos. * Finding prospective clients and follow up on interested respondents. * Database creation of email for lead generation. * Coordinating and monitoring the maintenance, integrity and security of several data bases. * Creating email campaign for the promotion of products and services. * Maintaining of business development data base. * Month End report presentation, Preparing MIS. * Training and demonstration for new recruits. |

**Proxer Tools Private Limited Admin Asst. 1st January 2013 till Dec 2013**

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| Description | * Preparing and Processing of Payrolls and leave Settlement. * Helping hand to H.R and Marketing Dep’t. * E-Marketing and E-Promotion for the Company. * Generating reports from the software for the management. * Working with the team for smooth functioning of business operations. * Coordinating with Sales Executives for DSR and Weekly Sales Report. * Making Payment Follow up calls to customer. * Keeping track of slow moving and non moving products * Maintaining of business development data base. * Month End report presentation, Preparing MIS. * Organizing training and product demonstration for new recruits. |

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| **CO-CURRICULAR ACTIVITIES** |

* I was in the organizing committee of our Annual School Fest “PAULARIANS”
* Was secretary to our school Management Club “Preparing Entrepreneur’s”
* Active member of Group Discussion and Ex-tempore
* Team Member of “creating muzik”
* I was in the organizing committee of Ambit College for Anti Drugs Rally.

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| **TRAINING AND INDUSTRY EXPOSURE** |

* Successfully completed Customers satisfaction programme with Proxer Tools Pvt Ltd.
* Attended Work Shop On PHOTOGRAPHY and REPORTING at AMBIT College.

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| **INTERESTS** |

* Listening to Songs
* Watching Movies
* Social Networking
* Reading Novels

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| **OTHER INFORMATION** |

Permanent Address: 25A North Sealdah Road, Kaiser Street, Kolkata, 700009.

Alternate Contact No: +91-70449-03501.

Reference:

I declare above details to be true and best to my knowledge.

Date:

Place: Mariyam Khan