




 **+971 551664508**

 **Jinshapavithran@gmail.com**

 **Dubai,UAE**
Husband visa

IT SKILLS

- Web site Designing
- Social Media Marketing
- Email Marketing
- Canva Poster Designing
- AI Tools
- Excel
- Word

PERSONAL INFOMATION

- DOB : 29-07-1993
- Nationality: India
- Marital Status: Married
- Passport No: S3126565
- Languages:English,
Malayalam,Hindi,Tamil

JINSHA K

PROFESSIONAL EXPERIENCE

Seeking a challenging position in a reputed organization where i can learn new skills, expand my knowledge, leverage my learning. To get an opportunities where i can make the best potential and contribute to the organization growth.

WORK EXPERIENCE

Tele Sales Executive-Smart Point Communication System LLC, Dubai Sep 2019-March 2021

- Place phone calls to potential customers to educate them on services and products offered by the company.
- Attend meetings to learn about new products and services or changes in current ones
- Answer phone calls from customers with inquiries or complaints and resolve the issue as quickly as possible.

Office Administrator -SGAB Accounting and Bookkeeping LLC Dubai , Dec 2021 - April 2022

- Manage Office documents,including filing and data entry. and preparing reports
- Answering phoneCalls and responding emails
- Prepare quotation and tax invoices.

Digital Marketing Internship BTRAC ,India Jan 2024-April 2024

- Social media platform Handling
- canva Poster designing
- Google ads, facebook ads, Instagram ads
- Wordpress website design

- Develop and implemented social media campaigns across platforms like Facebook, Twitter, and Pinterest to increase brand visibility and engagement.

Projects

Search Engine Optimization

- Off Page SEO Done for CanyOne Sun
- Off Page SEO Done for Btrac

EDUCATION

MCA - Anna University, 2015-2017

BCA - Bharathiar University, 2011-2014

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of knowledge and belief.

JINSHA K