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| --- | --- | --- |
| [First Name] [Surname] | |  |
|  |  |
| SUMMARY   * I have total **3 years and 9 months** of Experience with Publicis Istrat and Digifish3 Pvt Ltd. * Team player with strong analytical and leadership skills. * I have also worked for some of the Outbound Voice process in Heroites and worked as a sales coordinator in Quantum Pvt Ltd Gurugram. * Abilities in handling multiple activities with timely delivery and meeting the deadlines. * Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extracurricular areas.   Skill Highlights |  |  |
| Contact |
| [Your Address]  [City, ST ZIP Code] |
| [Your Phone] |
| [Your Email] |
| Your Website |
|  |

* Project Management
* Strong Decision Maker
* Complex Problem Solver
* Innovative
* Service-Focused

Experience

**Assistant Manager- Digital Marketing and BD**

04/2015 to 09/2015

**Digifish3 Pvt. Ltd**, Gurgaon Haryana

This organization started its operations in 2015 with a small and

enthusiastic digital players who like to deliver best digital flavors to

their clients. I Pitched Ittude.me an ecommerce fashion store and

provided end to end 360 degree digital marketing support for

marketing its online presence and increased website footfall through

different digital marketing tools.

* Website management outlook based on the client requirement

and identify the current trend of the industry to meet the

industry qualities.

* Managing Blogs and social media platforms such as Facebook,

twitter, Instagram and Youtube.

* Updating Weekly funnel and assigning tasks to the team for end to end results.
* Maintaining the meeting agenda and work reports as discussed with the client.
* Provide content for Digifish3 social media pages, blogging, Meta tags, description for all the key accounts held by the company.
* Briefing the team all the client requirement about creative and website landing pages.
* Tracking and maintenance of reports social media pa
* ges and comparison between past and present performances and mapping the future plans.
* Updating Daily Task report at the end of the day and comparing the tasks with the defined targets.