



ARUN ASOKAN
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Looking for comprehensive growth, and I would like to express my enthusiasm and interest in this line of work. To pursue a career in my area of interest where, my skills and knowledge coupled with organizational objective and personal growth. A self motivated, possessing well appreciated team spirit and leadership qualities and a fast learner, who likes dealing with patient and doing hard work with dedication.

Triumphant Institute of Management Education Pvt. Ltd (T.I.M.E.)

Marketing Manager – November 2016 to At present

Key Responsibilities

- Brand promotion activities
- Managing budgets for marketing campaigns
- Communicating marketing plans and implimentation
- Evaluating performance of marketing campaigns
- Directing, Planning and coordinating marketing efforts(In house course providing at Schools)
- Supporting sales and lead generation efforts
- Evaluating competitors
- Directing social media strategies
- Adressing customer service problems

Indian Furniture Products Ltd (StyleSpa)

Administrative Assistant – May 2014 to September 2016

Key Responsibilities

- Online updates of Stocks for branches
- Keeping inventory records to meet customer needs
- Planning and coordinating promotional activities
- Scheduling techniciansfor site assembling
- Building and maintaining profitable relationships with key customers
- Handling warranty procedures
- Update and maintain office policies and procedures

CAREER OBJECTIVE

EXPERIENCE

Mookkannoor Tourist Home (The Village Retreat)

HR Assistant – March 2013 to April 2014

Key Responsibilities

- First point of contact for all HR and Administration related queries
- Organize and scheduled appointments
- Conducting orientation to new employees
- Provides payroll information by collecting time and attendance record
- Update and maintain record for employee level
- Forecasting budgets and getting approval from Management
- Coordinate maintenance of equipments and maintain office supply inventory
- Handling grievance of employees
- Maintain contact lists

Blue Dart DHL

Administrative Assistant – October 2010 to May 2012

Key Responsibilities

- Answer and direct phone calls
- Produce correspondent memos, letters and forms
- Provides tracking information about the goods in transit
- Prepare and monitor invoices
- Maintain office inventory by checking stock
- Greet and assist the visitors on the office
- Receiving sorting and updating the couriers
- Maintain confidential records and files

Sarathi

Field Animator – June 2008 to September 2009

Key Responsibilities

- Formation of self help groups
- Organising awareness programmes
- Monitoring and evaluation of planned activities
- Provides counseling services
- Identifying and supporting the childrens, needs psycho social treatment

EDUCATION

MBA – HR-Marketing

2012 - 2014

Mahatma Gandhi University

Sree Sankara College, Kalady

B Com

2007 – 2010

Mahatma Gandhi University

De Paul College, Angamaly

TECHNICAL SKILLS

- Diploma in Computerized Financial Accounting
- Diploma in Network Engineering

PERSONAL PROFILE

Date of birth: 16-11-1988

Sex: Male

Marital Status: Single

Religion: Hindu

Nationality: Indian

Languages known: English, Hindi and Malayalam

Hobbies: Listening to Music, Making Friends

REFERENCE

Jagadheesh P.T

Branch Manager

Indian Furniture Products Ltd

Angamaly

Mobile: +91 8281328799

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Place: Mookkannoor

Date:

ARUN ASOKAN