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# RIYA JAIN – Office Manager & Digital Marketer

RZ/C-35A West Sagarpur, New Delhi - 110046

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Highly motivated Office Manager who seeks to work with the team with extensive marketing services and sales experience. Marketing professional with track record of giving satisfactory performance and elevating company profile with target market.

## SKILLS

- Communication, negotiation & Relationship Building Skills
- IT Professional
- Organisational Skills
- Coordination between staff & Client
- Leadership Skills
- Ability to make things happen
- Attention to Details
- Adaptability
- Search Engine Marketing & Optimization
- Social Media Marketing & Optimization
- Email marketing
- Display & Search Advertising
- Website Analysis
- CRM – Customer Relationship Management
- Basic Designing in CoralDraw

## LANGUAGE

- English
- Hindi

## EDUCATION

### High School Diploma

**SD Public School**

Pitampura, New Delhi

### Professional Qualification

**Google Digital Garage**

Certified Digital Marketer

**National Institute of Electronics and Information Technology**

Pursuing: Diploma in Computer Applications

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## Bachelor Qualification

Delhi University

Pursing: Bcom.H

## WORK HISTORY

### Office Manager

INDIA PRINTS

Naraina Vihar, New Delhi

From February, 2019 – Currently Working

### Task Assigned

- Organising meetings and managing database.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable
- Organized budget documentation and tracked expenses to maintain tight business controls
- Assessed data and information to verify entry, calculation and billing code accuracy
- Dealing with client's complaints and queries
- Preparing letters, presentations and reports including making of quotations & budgetary quotations
- Supervising and monitoring the work of administrative staff
- Implementing and maintaining procedures/office administrative systems
- Delegating tasks to junior employees
- Organising induction programmes for new employees
- Attending meetings with senior management
- Managing all the social media platforms of the company
- Dealing with all the promotional platforms to generate sales leads
- Managing customer's queries on social media as well.