

Asiya Ayooob

Mba Graduate

Address Thodupuzha , India 686670

Phone 7907525934

E-mail asiya.4444@gmail.com

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Skills

Communication
Problem solving
Networking

Work History

2022-05 - 2023-01

Business Immigration Analyst

Fragomen , Kochi

- Documented progress in treatment plans, educational, and recreational activities and maintained updated case records.
- Excellent communication skills, both verbal and written.
- Paid attention to detail while completing assignments.

2021-09 - 2022-03

Us Hr Recruiter

Newagesys, Kochi

- Placed advertisements, evaluated applicant credentials, conducted initial interviews and pre-screening assessments.
- Collaborated with hiring managers to understand job requirements and expectations.
- Coordinated schedules to arrange management interviews with applicants.

2017-11 - 2021-07

Social Media Manager

Lyrax.in, Kochi

- Created informative and entertaining posts for client's Twitter, Facebook, and Instagram pages.
- Created engaging content to catch attention of potential customers.
- Managed social media accounts for varied clients, tailoring content to brand specifications.
- Informed content creation and optimized campaigns using insights and analytics.

Education

2019-07 - 2021-09

MBA: Operations And Finance

Ilahia College of Engineering & Technology - Muvattupuzha

2016-08 - 2019-04

BCA: Computer Application

NirmalNirmala College - Muvattupuzha

Languages

English

Advanced (C1)

Malayalam

Bilingual or Proficient
(C2)

Hindi

Elementary (A2)

Tamil

Beginner (A1)