



LEETHIYA P.G

CONTACT

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- Passport No: W0007431
- Marital status: Single
- 17 Damrah Al Juhayni St - Al Zahiya
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EXPERTISE SKILLS

- Microsoft office suite (Word, Excel, PowerPoint, Outlook)
- Data entry and database management
- Typing speed and accuracy
- Effective written and verbal communication
- Multitasking and prioritization
- Problem-solving and decision-making
- Cultural sensitivity and adaptability
- Regulatory compliance and collaborative skills
- Awareness about quality control measures
- Analytical skills and statistical analysis
- Data entry and database management
- Content strategy and planning
- SEO best practices to improve contents.

LANGUAGE

- English ●●●●●●●●
- Hindi ●●●●●●●●
- Malayalam ●●●●●●●●

OBJECTIVE

Dedicated professional with a passion for streamlining operations and providing top-notch support for the benefit of the organisation. Seeking to leverage my strong organizational skills, attention to detail, and multicultural awareness to enhance efficiency and contribute to the success of a dynamic organization.

EDUCATION

Master of Science

Mahatma Gandhi University, Kottayam
2017 - 2019

Bachelor of Science

Mahatma Gandhi University, Kottayam
2014 - 2017

PROFESSIONAL EXPERIENCE

Haeal enterprises Pvt. Ltd. May 2022- Present Administrative assistant and social media manager

- Provided administrative support for various departments, including data entry, filing, and document preparation. Developed and executed social media content strategies to enhance brand visibility and engagement.
- Created engaging content for social media platforms, including Facebook, Instagram, Twitter, and LinkedIn.
- Monitored social media channels for trends and conversations relevant to the brand through Zgenie. Interacted with followers, responded to inquiries, and managed online communities.
- Managed office operations including customer relationship management through emails and phone calls.
- Assisted warehouse and inventory management through Zoho books.
- Organized company events, resulting in an increase in the visibility of the products.
- Assisted in managing Ecommerce platforms like Shopify, Amazon and Flipkart of Brands Haeal and Unbottle.
- Collaborated with the logistics team to streamline delivery processes and enhance customer satisfaction.

Quality control analyst

- Implemented standardized testing methods, including acid tests, X-ray fluorescence (XRF) analysis, and fire assay techniques, to determine the composition and purity of gold samples.
- Collaborated with production teams to establish quality benchmarks and ensure compliance with industry regulations and standards.
- Recorded and analyzed test results using specialized software and maintained comprehensive documentation of testing procedures and outcomes.
- Conducted routine inspections of equipment and testing apparatus to ensure accuracy and reliability of results.
- Maintained accurate records of testing procedures and results, contributing to the laboratory's ISO certification renewal.
- Managed documentation related to testing procedures, including updating standard operating procedures (SOPs) and maintaining records of test results for regulatory compliance.
- Handled reception duties, including answering phone calls, greeting visitors, and directing inquiries to the appropriate department, ensuring a professional and welcoming environment for clients and guests.

ACHIEVEMENTS

- Certified for participating in Albertian international educational expo and knowledge summit.
- Presented thesis paper at college and seminar events which has enhanced the academic excellence.

SKILL DEVELOPMENT

Graphic Designing Masterclass

Intermediate level

Udemy online course

Completed

Entrepreneurship Development Course

KITCO from NSTEDB

Department of science and technology

Government of India

REFERENCE

Dr. Rekha Mallia

CEO of Zgenie

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