



SWARNA GURUNG

Profile

Highly organized and innovative individual with 5+ years of experience in U.A.E. I bring a diverse range of skills, experience and knowledge that have been developed over the years through both my formal education and professional experience. A dedicated and enthusiastic professional with a commitment to excellence and a passion for continuous learning and development.

Address

+971-
564060101/557907213

suarnah28@gmail.com

Al Souk Al Kabeer Area,
Bur Dubai,
Dubai

Education

West Bengal University

- Bachelor in Economics

Expertise

- MS Excel
- MS Word
- Power Point
- VLookup
- Canva
- Email Campaign
- SMS Marketing
- WhatsApp Marketing
- Social media Marketing
- Online Promotions
- Hashtags
- Tasheel
- DED
- AMEER

Language

- English
- Hindi/Urdu
- Nepalese

Work Experience

Dec 2021 -
Till
Present

West Zone Group

E-commerce Executive/Digital Marketing

- Product Management
- Inventory Management
- Order Processing and Fulfillment
- Customer Service
- Email Marketing
- Social Media Management
- Content Creation
- Email Marketing
- Analytics Tracking
- Digital Marketing Knowledge

Jan 2021-
Dec 2021

Matrix

Admin Assistant/Travel Consultant/Visa Services

- Managing front desk operations
- Office Management
- Data Entry and Record Keeping
- Knowledge of Visa Requirements
- Legal Compliance
- Labor visa typing
- Prepare Immigration
- Company formation consultant(Dubai License/Ecommerce)
- Travel Arrangements
- Bookings & Reservations Tickets/Hotel/Car
- Sales and Marketing

Oct 2019-
Jan 2021

Red Lounge ladies Salon

Branch Manager

- Staff Management
- Operations Management
- Safety and Compliance
- Cash Handling
- Appointment Scheduling
- Inventory Management
- Handling day to day operations in salon
- Closing cash/card transactions including tax
- Hiring staff