

# Allvi Sebastian

- > **Academic Executive**
- > **Digital Marketing**
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**VALANTHARA [H]  
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PASHNITHODU PALAM  
PALLURUTHY-682006  
ERNAKULAM**

## REFERENCES

**GEORGE V J : 9446025496**

## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

## EXPERIENCE

FEB 2019 to Present

**Tuv Rheinland Nife Academy Pvt Ltd, aKochi**

### \*Academic Executive

Creative Academic Coordinator with 3yrs of experience providing support to faculty, staff and students, generates reports of students. Proficient in managing certificates issuing, analyzing data for academic success. Excellent reputation for resolving problems and improving client satisfaction.

JUL 2018 to JAN 2019

**DIGIBIZ BUILDERS, Kochi**

### \*Front Office Executive

Scheduled meetings, coordinated with invitees and refreshments for executive management and customers. Maintained office machines and equipment within budgets and contacted outside repair personnel to avoid productivity interruptions. Received inquiries from corporate customers, major vendors and trade press and delivered informed responses with minimal input from executives.

## EDUCATION

JUN 2015 to MAR 2018

**Siena College of Professional Studies, Edakochi, EKM**

**Bachelor of Computer Application (BCA)**

> Member of NATIONAL CADET COPS (NCC)

OCT 2021 to DEC 2021

**IIDM, KOCHI**

**Advanced Digital Marketing Course**