



# MARY VIJEENA VA

## PROFESSIONAL SUMMARY

Intend to build a career in a team of committed and dedicated people, which will help me to explore myself fully and realize my potential and willingness to work as a key player in a challenging and creative environment.

## SKILLS

- Time Management
- Public Relations
- Teamwork
- Communication
- Leadership
- Trouble Shootin

## INTERNSHIP

Aries International group(Indywood international film festival)  
Responsibilities

- Contact international movie directors and actors inviting them to the event and arrange their facilities.
- Contribute ideas and content creating.
- welcoming celebrities and respected people from all around the world.
- Treat them and accompany them.

## WORK HISTORY

➤ MARKETING/ SPACE SELLING EXECUTIVE 07/2016 – 12/2016  
Kala Kaumudi publications ltd.,

- Contact potential clients over the telephone and also meet them to describe potential advertising opportunities
- Develop and maintain an in-depth understanding of the market place.
- Regular analysis of competitor's activity.
- Identifying opportunities for new product development.
- Arrange interviews or official meetings with high profile people and celebrities.
- Achieving market targets.

➤ FRONT OFFICE EXECUTIVE 09/2016 – 03/2017  
Al Shifa Hospital, Edappally, Ernakulam

- Greeting and welcoming the guests in a professional way.
- Maintaining and building a strong relationship with guests.
- Dealing with every difficult situation in a calm and professional manner, ensuring every patient receives the highest customer service at all times.

- Handling foreign clients and patients
- Proper handling and forwarding of telephone calls to the concern department.
- Helping business development team by contributing ideas .
- Bookkeeping and inventory handling.
- Collecting Feedbacks and testimonials from the guests.

➤ **EVENT COORDINATOR** 04/2017 – 06/2017  
Mathrubhumi, Kaloor, Ernakulam

- Planning and coordinating events according to the client's needs and budget
- Selecting and booking venues, vendors, speakers and staff for the events
- Supervising and monitoring the event proceedings and ensuring client satisfaction
- Performing research and negotiating with vendors to enhance the event's success
- Solving any problems or issues that may arise during the event planning or execution.

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## EDUCATION

- Post Graduation Diploma in Public Relations and Advertising 2014-2015
- Kerala Media Academy, Ernakulam, India
- Bachelor of Arts - English Literature 2010 -2012
- Mahatma Gandhi University, Ernakulam, India

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## LANGUAGE KNOWN

- English
- Malayalam
- Tamil
- Hindi

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## PERSONAL DETAILS

ADDRESS :Erathara House  
Pizhala P O  
682027

DATE OF BIRTH :31-05-1992

AGE :31

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## DECLARATION

- ✓ The above given information is true to the best of my knowledge.

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Date:

Mary Vijeena VA

Place: Pizhala, Ernakulam