

Fatimah Nasreen

OPERATIONS COORDINATOR

Prolific communicator with advanced critical thinking skills and two years of experience in UAE. Skilled in managing queries, providing necessary details, ensuring schedules and maintain proper records with proven record of successful designing, implementing and enhancing marketing strategies across multiple platforms. Looking for a position that allows me to express my creativity and apply my work ethic.

✉ er.nasrin.f@gmail.com

☎ +971 56 386 2719

📍 Dubai, United Arab Emirates

WORK

Operations Coordinator & Social Media Executive.

AECS MED

2021 - 2023

Dubai, UAE

Achievements/Tasks

- Organizing calendars, applying for visas, appointments and travel arrangements along with daily administrative supports.
- Managing phone calls and correspondence (e-mail, letters, packages etc.) Submit timely reports and prepare presentations/proposals as assigned.
- Handling confidential information with discretion, maintaining high level of trust, professionalism and maintained management policy while ensuring schedules and clarifying queries.
- Using social media marketing tools to create and maintain the company's brand.
- Creating email marketing campaigns to promote courses. Designing posts, banners to update info on social Media handling.
- Researching social media trends and informing management of changes that are relevant to the company's marketing activities.

Admin & Marketing Assistant.

VitaTech Enterprises International Pvt Ltd

2016 - 2019

Chennai, India

Achievements/Tasks

- Supported senior management with daily administrative tasks includes preparing reports, presentations, organized calendar and documents with accurate professionalism.
- Implemented email marketing best practices like segmenting, targeting, frequency and delivered marketing campaigns ensuring maximum email delivery.
- Performed ongoing keyword discovery, expansion & optimization and ensured timely delivery of our mails.
- Collaborated closely with team members and other Executive Assistants to enhance team operations and culture.
- Presented recommendations and updates to the customers.

EDUCATION

Bachelor of Engineering in Computer Science

TRP Engineering College under Anna University

2012 - 2016

Trichy, India

SOFT SKILLS

Time Management	●	●	●	●	●
Client Management	●	●	●	●	○
Problem Solving	●	●	●	●	○
Pressure Handling	●	●	●	●	○
Active Listening	●	●	●	●	●
Adaptability	●	●	●	●	●
Decision Making	●	●	●	●	○
Organisational Skills	●	●	●	●	●
People Management	●	●	●	●	○
Active Learning	●	●	●	●	●

LANGUAGES

English <i>Full Professional Proficiency</i>	Tamil <i>Native or Bilingual Proficiency</i>
Arabic - 1.1 <i>Elementary Proficiency</i>	Hindi <i>Limited Working Proficiency</i>

GENERAL SKILLS

Microsoft Word

Microsoft Power Point

MS Excel

Windows

Calender Management

Cloud storage

Email Management

Copywrite

Email campaign

Google search

Post / Flyer design

Social Media Marketing

Mailchimp

Database Management

Google Workspace

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NOTABLE ACCOMPLISHMENTS

Hit and exceeded sales KPIs by 35% from January.
AECS Med
2021 - 2023 *Dubai, UAE*

Updated company's social media accounts to improve brand awareness.
AECS Med
2021 - 2023 *Dubai, UAE*

Increased user engagement over various social media accounts by 79% within a four-month time frame.
AECS MED
2021 - 2023 *Dubai, UAE*

Reduced queries during events by 30% through effective communication.
AECS MED
2021 - 2023 *Dubai, UAE*

PERSONAL INFO

Full Name - Fathimath Nasreen
Gender - Female
Nationality - Indian
Residence Status - Spouse Visa
Availability - Immediately

PERSONAL INTERESTS

- Reading Literature
- Writing
- Travelling
- Poetry
- Learning Languages
- Chess
- Cooking
- Mindfulness
- Photography
- Connecting People

RELEVANT SKILLS

- Photo editing
- Video Editing
- Research
- Analysing Trends
- Canva
- Adobe Photoshop
- Adobe Illustrator
- SEO
- Cold calling
- Verbal and written communication
- Data Analysis
- Content Marketing
- Link Building