

RESUME

Shirley Francis Christina David

Shirleyfrancis91@gmail.com

09867937180 / 09619242547 / 09869694001

CAREER OBJECTIVE:

- To apply my knowledge in my working field for the benefit of the organization and to climb up the ladder of Hierarch through hard work that leads to performance.
- To secure a challenging position where I can utilize my skill as a successful professional.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- Experienced HR Coordinator who enjoys challenge seeking opportunity to learn and improve skills.

PERSONAL DETAILS:

Father's Name: David Joseph Francis
Date of Birth : 24-08-1991
Gender : Female
Nationality : Indian
Language : English, Hindi, Marathi, Tamil
Marital Status : Single
Hobbies : Art and Crafts
Listening to music
Participating in Cultural Activities
Drawing
Dancing

Address : Room no.301, bldg no 9
Near Sundar Vihar bus stop,
Opp Police station
Pratiksha nagar, Sion (E),
Mumbai – 400022.

COMPUTER PROFICIENCY:

- Hands on experience in Sabre-Interact, MS-Excel, MS PowerPoint, MS-Word, Ms-Office Picture Manager, Corel draw, Adobe Photoshop, Outlook and Internet Browsing.

ACADEMIC MILESTONES:

Course	Name of the Institution	Name of Board / University	Year of Passing	Percentage
S.S.C.	Auxilium convent High School (WADALA)	NIOS	2006 – 2007	65.2%
H.S.C.	Regina Pacis convent high school (BYCULLA)	NIOS	2008 – 2009	64.2%
BMM	S.N.D.T Women's University (KING CIRCLE)	SNDT University	2011 – 2012	67.33%

PERSONAL SKILLS:

- Proficient learner & Positive Attitude
- Initiative & Interested in Teamwork
- Ability to learn fast & Problem Solving
- Creativity & Flexibility
- Tactful and Patient Communicator
- Health and Safety Awareness

PROJECTS:

- Part of Anmol NGO coordinate and do volunteering (MYWC- Auxilium)
- 'Organized a college event MELANGE'11 and MELANGE'13.
- Research on impact of children on social networking site.
- Prepared a newspaper layout front page and a magazine.
- Impact on reality show
- Case study on juvenile case/ women journalism/ leadership/ motivation/females clothing and nature
- Several Dance act on technology, free women, problem faced by women, fight for rights & freedom and many more & Theater act on women empowerment
- Survey on NGO upraising their best for a Girl Child

WORK EXPERIENCE:

Promotion & Events

- Promote new brands in malls & colleges
- Being an Host/Anchoring in College events, Churches and Personal events such as birthdays and anniversaries
- Participating for companies Event
- Road shows for colleges and awareness as a freelancer
- Teach dance in school, colleges companies and many private events as a freelancer
- Make arts and crafts (creativity) for school, colleges companies and many private events as a freelancer

INTERNSHIP in 107.8 MUST FM

- Provide station program information; including reading prepare scripts and making ad-lib comments regarding news, weather, traffic, commercials, sports, and public service information
- Lead discussions and interview station guest
- Attend community events at outside locations such as concerts, games, banquets and restaurants.
- Remote broadcasts and make appearances to promote the station

INTERNSHIP in DC MUMBAI (INTERNET PORTAL)

- Attend celeb functions, meetings, press conferences, events of public interest, movie promotion and movie release
- Analyze and collect information through various modes such as personal interviews and news briefings to prepare news reports
- Prepare reports to keep the public informed about daily happenings.
- Supervise and edit story production to facilitate compact and comprehensive reporting.

MODERN SECURITY & PERSONNEL SERVICES PVT. LTD.

Designation : Receptionist cum backend.

Period : **Part time**

- Receive, direct and relay telephone messages and fax messages.
- Pick up and deliver the mail & Maintaining employee details.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls.
- Respond to public inquiries.
- Provide word processing and secretarial support

INTERACTIVE MARKETING PVT.LTD

Designation : Customer service executive & Administrator.

Period : **1-dec '12 to 19-April '12**

- Make telephone calls and in-person visits and presentations to existing and prospective customers.
- Develop clear and effective written proposals/quotations for current and prospective Customers.
- Create and manage a customer value plan for existing customers highlighting profile, share and value opportunities.
- Initiate, Prepare, Coordinates and/or participates in all event.

S2 REALTY & DEVELOPERS PVT.LTD

Designation : Marketing/Advertising Coordinator cum Administrator

Period : **02 – May `12 to 12 – June `15**

- Provide word processing and secretarial support
- Communicating with target audiences and managing customer relationships;
- Sourcing advertising opportunities and placing adverts in the press - local, regional, national.
- Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, E-newsletters and DVDs,
- Make Ad's for Newspapers, Online Portals and Hoardings
- Maintaining and updating customer databases,
- Organizing and attending events such as conferences, seminars, receptions and exhibitions,
- Evaluating marketing campaigns & Monitoring competitor activity,
- Creating and evaluating social media strategies.
- Managing campaign websites and social media.

JETAIRWAYS PVT.LTD

Designation : Resource Management, Administrator cum Customer service executive.

Period : 29 - July '15 (currently working)

- Receive incoming calls emails dealing with complaints & compliments,
- Managing and Setting up company pages within each social media platform,
- Prepare agenda, presentation, schedule meetings, parties & office functions. maintain and update lists, manuals & office supplies
- Preparing or updating employment records related to hiring, transferring, promoting and terminating.
- Checking in passengers, staff other airline staff and handling captain traveling in for flight.
- Re-routing or re-booking passengers whose flights have been cancelled missed or delayed
- Make allocation day to day basis and Assisting staff in carrying out security checks as and when the situation arises
- Making preflight on daily basis & sending delay reports take messages, letters and forms.

DECLARATION:

I hereby declare that all the above mentioned details are true to the best of my knowledge and belief.

Place :

Date :

(Shirley Christina Francis)