

# SAKSHI MEHTA

MARKETING ASSISTANT

## PERSONAL PROFILE

---

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.


## STRENGTH

---

- Achievement oriented backed with strong commitment level and ability to learn quickly.
- Successful working in a team environment, as well as independently
- Strong interpersonal and organizing skills and ability to work under pressure
- The ability to follow instructions and deliver quality results

## CONTACT

---

 B/1105, Navnit Building,  
Bhardawadi Road, J.P  
Road, Andheri West.

 sakshimehta617@gmail.com

 7738510588

 /sakshi-mehta16

## EXPERIENCE

---

### Hindustan Times

23 Feb- 25 March 2022

- Handled the company's online presence – regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients



1st April - 3 June 2021

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

## EDUCATION

---

- Bachelor of Management Studies (B.M.S.) Wilson College 2019 - 2022
- Senior Secondary (XII) Malini Kiskor Sanghvi College (MAHARASHTRA board) Year of completion: 2019
- Secondary (X) Sardar Vallabhbhai Patel Vidyalaya School, Mira Road (MAHARASHTRA board) Year of completion: 2017

## LANGUAGES

---

English, Hindi, Gujarati, Marathi.