Suganthi Mani

Address	Sharjah United Arab Emirates	**Phone**	0553742852
		Links	Portfolio, Linkedin
Email	suganthivm99@gmail.com		

01 PROFILE

A Computer science engineering graduate and an ambitious individual with a great passion to take over suitable responsibilities. Knowledgeable Social Media Manager experienced in executing social media strategies across social platforms. Demonstrated time management and collaboration skills. Flexes easily with new information and branding changes to consistently exceed targets for engagement, acquisition and retention. Go-getter candidate eager to utilize analytical and research skills. Adept at event planning, media relations and social media management. Excellent communication skills with comprehensive understanding of communications industry. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

02 EMPLOYMENT HISTORY

10/2022 — Present

Social Media Manager Intern at Roughpaper Technologies
Dubai

- Maintain social media accounts for Clients;
- Create content related to Clients' interests (Products calendar, Captions for posts, creating posts);
- Create content and maintain Roughpaper technologies social media accounts (Daily news posts, content for social media).
- Contact : -Hrishikesh Uralath hrishi@rough-paper.com

12/2021 — 09/2022

Content Creator Intern at OriginByte
Dubai

- Creating content for Instagram posts using Illustrator and Photoshop;
- Redesigning the UI/UX part of the company app;
- Managing Instagram and Facebook posts using Business meta suite.
- Contact : -Maaz Kazi Maazkazi@originbyte.net

08/2021 — 12/2021

Graphic Design Intern at SparksLab
Dubai

- Making PPT for Project proposals ;
- Rebranding - Business card designs, T-shirt designs, Email signature using Adobe Photoshop and Illustrator and Canva;
- Making a catalogue for the company using Adobe InDesign ;
- Making a promotional video using Adobe Premiere pro
- Contact : -Mohmed Thameem +971 04 709 4280

03 EDUCATION

Nov 2023 — Jan 2024

IELTS General Training
Dubai

8.0 Band

Sep 2018 — Jun 2021	**Manipal Academy of Higher Education**	*Dubai*
	B. Tech Computer Science Engineering	
	Final Average CGPA : 8.52/10	

Mar 2011 — Feb 2017	**Gems Our Own Indian School**	*Dubai*
	Grade 10 CGPA - 8.6/10	
	Grade 12 CGPA - 7.5/10	

04 SKILLS

Content Creation	Canva
Social Media Management	Data Entry
Microsoft Office Suite	Digital Marketing
Adobe creative suite	Figma

05 VALUES

Performance and scalability optimization

Exceptional time management

Excellent communication skills

Team player

Quick learner

Adaptability

Excellent problem-solving abilities

06 COURSES

Jun 2023 — Jul 2023	**Digital marketing course work at Oscar Institute**
Jun 2023 — Jul 2023	**Adobe Premiere pro & After effects course work at Oscar Institute**
Jul 2019 — Feb 2020	**Cisco Networking Academy Introduction to Packet Tracer Course at MAHE Dubai**