



SUGANTHI MANI

📍 SHARJAH, UNITED ARAB EMIRATES 📞 0553742852

◦ DETAILS ◦

Sharjah
United Arab Emirates
0553742852
suganthivm99@gmail.com

◦ LINKS ◦

[Portfolio](#)

[Linkedin](#)

◦ SKILLS ◦

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



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.



EMPLOYMENT HISTORY

Social Media Manager at Hrishikesh Uralath, Dubai

October 2022 — Present

- 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

Content Creator Intern at Maaz Kazi, Dubai

December 2021 — September 2022

- 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

Graphic Design Intern at Mohmed Thameem, Dubai

August 2021 — December 2021

- Making PPT for Project proposals ;
- Rebranding - Business card designs, T-shirt designs, Email signature using Adobe Photoshop and Illustrator and also
- 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



EDUCATION



Computer Science Engineering, Manipal Academy of Higher Education, Dubai

September 2018 — June 2021

GPA : 8.52/10



High School, Gems Our Own Indian School, Dubai

March 2011 — February 2017



VALUES



Performance and scalability optimization



Exceptional time management



Excellent communication skills



Team player



Quick learner



Adaptability



Excellent problem-solving abilities



COURSES



Digital marketing course work, Oscar Institute

June 2023 — July 2023



Adobe Premiere pro & After effects course work, Oscar Institute

June 2023 — July 2023



Cisco Networking Academy Introduction to Packet Tracer Course, MAHE Dubai

July 2019 — February 2020

