

ASHAMOL . S

'INSAF', FAROOK COLLEGE P O, KOZHIKODE, KERALA, 673632.

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Nationality: Indian

Dynamic and results-oriented professional seeking to leverage expertise in public relations, administration, and linguistics to drive organizational success and contribute significantly to the field.

Education:-

Post Graduation Degree in Mass Communication and Journalism, M G University, Kerala.

(2001-2003)

Experiences:-

Freelance Translator / Interpreter (Language Pair : English-Malayalam)

For Amazon Seller Central Portal. (2020 Dec-2021 Dec)

For the Google Assistant Project (2020 - present) creating Google Assistant queries in Malayalam.

For various agencies, companies and individuals including Google Developers, Maruti Suzuki, Venga Global, Prabhandhak, Amazon, Keypoint Technologies.

Provided translation and interpretation services for reputable clients including Google Developers, Maruti Suzuki, and others.

Worked on individual working platforms including Prabandhak.

Customer Relations Officer, Malabar Builders, Kerala (2008-2009)

Public Relations Officer, Ambady Costructions, Kerala (2006-2007)

Administrative Execuitve, Hotel Harbour View Residency (2005-2006)

Public Relations Assistant, Lakeshore hospital and Research centre, Kerala (2004-2005)

Deliverables:-

Develop PR campaigns and media relations strategies

Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management

Edit and update promotional material and publications (brochures, videos, social media posts etc.)

Prepare and distribute press releases.

Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson.

Seek opportunities for partnerships, sponsorships and advertising.

Address inquiries from the media and other parties.

Track media coverage and follow industry trends.

Prepare and submit PR reports.

Manage PR issues

Key Skills:-

Translation and Interpretation, PR Campaign and Development, Media Relations, Team Collaboration, Editing and Proofreading, Event Organization, Communication Skills, MS Office suite, Excellent Verbal, Non-Verbal, and Written Communication, Cultural Awareness & Intelligence, Time Management & Multitasking, Analysis & Research, Self-Management & Self-Motivation, Creative Writing Skills

Key Achievements:

Successfully translated and delivered numerous projects on time, ensuring client satisfaction.

Developed effective PR campaigns resulting in increased brand visibility and positive media coverage.

Languages:-

Malayalam

English

Hindi

Declarataion:-

I hereby declare that the above information is true and accurate to the best of my knowledge.

Date: 08/12/2024

Place: Kozhikode