



Online resume:
<https://www.resumerepublic.com/blossom-menezes>

Blossom Menezes

Office Management & Executive
Assistance

Contact

✉ blossom21287@gmail.com

📞 971508023618



Work Experience

Aug 2017 - Present

Acting Operations Manager / Galadari Printing & Publishing LLC (Khaleej Times) /
Dubai, United Arab Emirates

- Manage a diverse portfolio of various events organised by the Conference division of Khaleej Times, embodying reliability and commitment to making every event a success.
- Research and finalise venues, production vendors, gifts, travel arrangements and other requirements based on the client's branding goals.
- Emphasized on customized event delivery, ensuring that every execution is befitting of the event's profile and theme.
- Research prospective delegates and invite them for the event.
- Fix appointments with prospective leads for the Head of Conference.
- Liaise with the accounts team to ensure payments are made and received in a timely order.

- Maintain the database of all attendees.
- Lead, facilitate, and manage all resources (time, product, organisers and people) to deliver the worldclass customer service that meet and exceed the exhibitors and attendees' expectations.

Apr 2015 - Jul 2017

Executive- Research & Marketing / Bloomberg Businessweek ME / Dubai, United Arab Emirates

- Setup sales meeting for our AGM, maintain her calendar and send out proposals in her absence.
- Research relevant companies that can be approached to advertise in our magazine.
- Liase with clients to get the artwork on time, generate and maintain accurate database as well as track campaigns in competiive magazines & newspapers.
- Perform office management duties including handling the switchboard, arranging team activities and shortlisting prospective candidates.

Aug 2013 - Apr 2015

Sales Specialist / UrbanBuz / Dubai, United Arab Emirates

- Identifying potential business partners and converting leads into sales.
- Helping new clients to setup their own customer loyalty and engagement program on UrbanBuz.
- Monitoring the progress of the client's loyalty program and sending regular reports.

Oct 2008 - Jul 2013

Sales Supervisor / Middle East Strategic Advertising / Dubai, United Arab Emirates

- Prepare Mock Ups of the magazines before sending it to the press and train new joiners about the functions of the magazines, sales calls and office tools like Goldmine and Master Control.
- Selling ad space, end-to-end service to old & existing clients by making regular phone calls and following up with emails.
- Research new clients and update the database in the CRM software Goldmine.

Education

Jun 2005 - May 2008

Bachelor of Commerce / St. Andrew's College / Mumbai, India

Jun 2005 - May 2003

Higher Secondary Certificate / St. Thomas Baptista Junior College / Mumbai, India

Jun 1990 - May 2003

Secondary School Certificate / Carmelite Convent English High School / Mumbai, India

Skills

CRM



Multi Tasking



Microsoft Office



HOBBIES



Swimming



Reading



Travelling