

JEMIMAH ASEM

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SKILLS

- Technical skills: MS Excel, MS Powerpoint, MS Word, Tally
- Soft skills: Problem-solving skills, Team Player, Leadership skills, Adaptability, Time Management, Decision making, Communication skills.

PROJECTS

Key Highlights/Research Areas:

- Market Analysis: Conducted in-depth market research to identify potential customer segments and demand gaps.
- Digital Marketing: Implemented cost-effective digital marketing strategies (SEO, SEM, social media campaigns) to drive engagement and increase conversions.
- Sales Strategy: Designed a robust sales funnel, focusing on customer retention and repeat sales to maximize long-term revenue.

CERTIFICATES & ACHIEVEMENTS

• Diploma in Computer Applications (DCA), NIELIT

- Expertise in Microsoft Packages: Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access.
- Operating Systems: Extensive knowledge of Windows and Linux operating systems, focusing on system administration and troubleshooting.
- Desktop Publishing: Proficient in using desktop publishing tools to create professional documents, brochures, and presentations.
- Proficient in internet usage, computer networking, software installation, and troubleshooting.

• Certificate Course in Tally

- Financial Accounting: Gained expertise in recording, processing, and analyzing financial transactions.
- Inventory Management: Learned how to manage stock, purchase orders, and supplier data.
- GST and Taxation: Gained practical knowledge of Goods and Services Tax and other tax-related processes.

• Won 100-meter race

- Awarded a Gold Medal and Certificate for first place in a competitive 100-meter race. Demonstrated strong dedication, discipline, and perseverance in athletics.

• Certificate in Organizational Behavior, International Marketing, Management, and Leadership

- Gained expertise in organizational behavior, focusing on workplace dynamics, motivation, and team management.
- Developed a strong foundation in international marketing, including global market strategies, consumer behavior, and competitive analysis.
- Acquired essential management skills, emphasizing business operations, decision-making, and strategic planning.
- Enhanced leadership abilities, with a focus on effective communication, conflict resolution, and team development.

EDUCATION

• Master of Commerce *Lovely Professional University*

Punjab, 2023 - 2025

• Bachelor of Commerce *D.M University*

Manipur, 2021 - 2023

• Higher Secondary *Meci Explorer Academy*

Manipur, 2019 - 2021

• High School *Brighter Academy*

Manipur, 2017 - 2019