



Merlin Isabell .

Looking for an opportunity which will enable me to use my strong organizational skills, educational background, and ability to work well with the people.

Paris, France

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Languages

English (Native)

French (Basic)

Hindi (Native)

Tamil (Native)

About

I was born in India and brought up in New Delhi. I love to read and travel. I hold a Bachelor's Degree in Political Science & Sociology from Jesus and Mary College, New Delhi, India, Masters in Sociology from Indira Gandhi National Open University, New Delhi, India and Masters of Sciences in International Business from EMLV - École de Management Léonard de Vinci, Paris, France.

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

BRANDS WORKED WITH

Edelman

Institute of Corporate Social Responsibility & Management-Delhi (Icsm)

Oigetit - Fake News Filter

Palmyra

Trinetra Tours Pvt Ltd.

Experience



● Executive Administration

Edelman | Apr 2019 - Jun 2020

Manage reception area and look after visitors in a professional manner as well as provide general support. Answering incoming calls; taking messages and re-directing calls as required. Overlook clean working environment. Proactively managing calendar and meeting requests. Coordinating meetings with executives and maintaining boardroom schedule entirely. Booking business travel arrangements, including flights and hotels as needed. Reviewing, drafting, and proofreading, including memos, presentations, and meeting materials. Planning & coordinating with HR for arranging office events and finalizing the expenses. Liaising with business guests, as well as prioritizing needs and requests. Maintain contact lists. Coordinating and managing with food vendors for all purposes. Arranging presents for business clients. Prepare minutes of the administrative activities. Providing administration support to staffs. Managing the day-to-day operations of the office.

● Secretary cum Programme Associate

Institute of Corporate Social Responsibility & Management-Delhi (Icsm) | Aug 2017 - Nov 2018

Help to follow-up daily work plan of Director. Scheduling meetings/appointments and making travel arrangements. Handling phone calls and external and internal communications (e-mail, letters, etc.). Drafting letters and report writings. Work on presentations, brochures, assigned projects and other materials. Plan and execute seminars, conferences, special events, workshops, and academic sessions. Record and prepare minutes of all the activities. Organize outreach programs like colloquium in Delhi University Colleges. Work with Ministries and Government officials. Prepare payrolls, handle petty cash and invoices or expenses. Prepare documents for Audit and final settlements. Developing Annual Budgets. Keep stock of office supplies and place orders when necessary. Maintaining paper & electronic files. Social Media Profiling (FB, YouTube, etc.). Designing email marketing for Blogs. Responsible for recruiting, training and supervising junior staff. Handle all other responsibilities related to the job.

● Product Development & PR Executive / HR Executive

Trinetra Tours Pvt Ltd. | Feb 2014 - May 2016

In charge of creating new Tour Programs for Sales Department. Preparing content creation for tour programs and social media posts. Social Media Profiling (FB, Twitter, LinkedIn, Google+, etc.) Handling and in charge of companies' Local and Global websites. Designing Email Marketing, Web Advertising, and Ad Campaigns. Responsible for recruiting, training and supervising junior staff. Handling International Projects of Trinetra

Tours. Prepare and modify documents including correspondence, reports, drafts and emails. Schedule and coordinate meetings, appointments and travel arrangements for Managing Director. Filing and Documentation. Coordinating with agents of different countries for International projects. Meeting and Assisting people from different places for business development management. Handle all other responsibilities related to the job.



- **Social Media Marketing Intern**

Oigetit - Fake News Filter | Aug 2022 - Dec 2022

Creative news Content creation for Social media.

Designing for daily posts.

Creating promotional videos for company.

Instagram page management and branding.

Weekly Marketing plan development.

Weekly brainstorming sessions to share ideas, strategy, and be instrumental in bringing them to life.

Monitor analytics to identify viable ideas, trends, and growth patterns.

Keeping up with the latest news and trending articles that would be good to share on platform.

Monitor and moderate all posts, reels, user engagement on Instagram.



- **Commercial Assistant**

Palmyra | Nov 2022 - May 2023

Managing promotions and advertisements on social networks.

Plan, create, implement, manage, monitor and update websites for organization.

Offering exceptional customer service to customers.

Maintain and update the commercial database.

Providing customers information on VIP Card service and benefits offered by the organization.

Development, distribution and follow up of VIP membership card.

Education & Training

2022 - 2022 ● **EMLV - École de Management Léonard de Vinci**

MSc, International Business

2013 - 2017 ● **Indira Gandhi National Open University**

Master's degree, Sociology

2009 - 2012 ● **Jesus & Mary College**

Bachelor's Degree, Political Science & Sociology