



MANU P LIJI

CAREER PROGRESSION

ASSISTANT OPERATIONAL DIRECTOR—DESERT STUDIO ART

- Responsible for day to day activities
- Client Relations
- Tracking and managing event
- Human Resources management

BUSINESS DEVELOPMENT AND MARKETING EXECUTIVE- ROSHCOMM, BRIGHT FUTURE TRAINING CENTER

- Client relations.
- Worked closely with my team to achieve our targets.
- Carefully evaluated the marketing process to achieve targets.
- Made sure our events run smoothly.
- Made necessary marketing materials

WORKSHOP MANAGER -AL AMEED INTERNATIONALS

- Led a team of 32 staff members.
- Was in charge of day to day activities.
- Responsible for salary payment.
- Responsible for administrative works.
- Made sure all logistics for work is ready and on time.
- Made sure the jobs are done according to the customer's needs.
- Made sure the employees have a safe working environment

SALES MEMBER -APPAREL GROUP

- Made sure the logistics was ready for sale.
- Attending to all customers needs.

SERVICE STAFF - DO & CO

- Made sure the VIP guest were satisfied.
- Made sure the flow of work was smooth.
- Provided the staffs with the right logistics.

VOLUNTEERING

ENTITY CONTROL BOARD CHAIRMAN -AIESEC IN BAHRAIN

- Last decision making body on national level in regards to Exchange policies and entity standard regulation principle.
- Conducting physical or virtual audit to local branches in order to ensure all operations are run in accordance with the Exchange Product Policies.
- Providing quarterly reports to entity plenary at national conferences with recommendations on ethical issues related to the entity.

NATIONAL DIRECTOR STAFF OF GLOBAL ENTREPRENEUR -AIESEC IN BAHRAIN

- Worked closely with the national director.
- Represented the organization in various platforms.
- Provided assistance with training of all team members.
- Adequately resolved clients issues.

INTRODUCTION

Hi there! I'm Manu and I love to learn new things by putting myself in challenging positions that will push me to develop myself

PERSONAL DETAILS

Date of Birth : 06-07-1996

Driving Licence : Yes

Nationality; ; Indian

CONTACT DETAILS

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VICE PRESIDENT OF OUTGOING GLOBAL COMMUNITY DEVELOPMENT & MARKETING -AIESEC IN BAHRAIN

- Led a team of 3 managers and 9 members.
- Came up with business strategies to achieve growth
- Mentored the managers in leading their team.
- Trained and steered the team to achieve the target.
- Synergized with different functions to achieve maximum growth of branch.

MIDDLE MANAGER OF OUTGOING GLOBAL COMMUNITY DEVELOPMENT - AIESEC IN BAHRAIN

- Led a team of 3.
- Delegated works to members.
- Motivated team to achieve targets
- Provided help with clients issues.

MIDDLE MANAGER OF MARKETING -AIESEC IN BAHRAIN

- Led a team of 3.
- Made marketing materials.
- Responsible for sales of products.
- Worked closely with all functions to provide them with marketing assistance.

TEAM MEMBER OF INCOMING GLOBAL COMMUNITY DEVELOPMENT - AIESEC IN BAHRAIN

- Direct contact with international clients.
- Provided our clients with a satisfying experience.

TRACK MARSHALL -BAHRAIN MOTOR FEDERATION

- Making sure the race is done smoothly.
- Attending to any situations on track.

EDUCATION

HIGH SCHOOL DIPLOMA IN MARKETING AND BUSINESS - INDIAN SCHOOL BAHRAIN

REFERENCE

AVAILABLE UPON REQUEST