

# VEENA JANARDHANAN ASARY LEELA



## CONTACT

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- Al Karama, Dubai
- [linkedin profile](#)

## EDUCATION

2017 - 2020  
APJ ABDUL KALAM  
TECHNOLOGICAL UNIVERSITY

- Bachelor of Technology (B.Tech), Computer Science
- CGPA: 7.91/10

2014 - 2017  
APJ ABDUL KALAM  
TECHNOLOGICAL UNIVERSITY

- Diploma in Computer Engineering
- CGPA: 9 / 10

## SKILLS

- Project Management
- Office Documentation & Reporting
- Teamwork
- Time Management
- Leadership
- Client & Vendor Communication

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)
- Tamil (Conversational)

## PROFILE

Dynamic and detail-oriented Digital Marketing Coordinator & Office Administrator with over 4 years of experience supporting marketing, content coordination, and administrative operations. Adept at managing digital campaigns, client communications, social media platforms, and marketing content creation. Proven ability to coordinate between teams and clients, support business growth through digital initiatives, and handle multi-platform communication with professionalism. Based in Dubai, available for immediate joining.

## WORK EXPERIENCE

**Netsolve Systems LLC - Dubai, UAE** 2024 - 2025  
Digital Marketing Co-ordinator

- Coordinated all digital marketing activities including social media management, content scheduling, and campaign execution.
- Served as the primary point of contact for clients regarding digital marketing services, gathering requirements and coordinating with vendors.
- Managed content for Facebook, Instagram, and the company's digital wing "Digi Solve," ensuring timely and engaging updates.
- Handled vendor communication for SEO, Google Ads, and website projects; tracked progress and ensured timely delivery.
- Assisted in the creation of promotional materials, video scripts, and captions for marketing content.
- Played a key role in internal project planning and presentations for new digital service offerings.

**Rai Immigration Specialists pvt lmd , India** 2020-2024  
Administrator & IT Support Assistant

- Supported day-to-day office administration, including handling documentation for employment permits and visa processes.
- Scheduled client appointments, maintained data records, and ensured smooth workflow.
- Provided basic IT support including software troubleshooting, printer issues, and email system setup.
- Managed social media accounts with consistent content updates, increasing engagement and reach.
- Conducted routine data backups and ensured the accuracy of stored information.

## REFERENCE

### Sujith Girija

Director (Rai Immigration Specialists pvt lmt, India)

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