

LIZA NAHAK

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Beguniadhia, Ganjam – 761035

To work as a responsible member of a reputed organization and aspiring a challenging position where my skill, abilities and knowledge gained through education and experience will greatly enhance company's success and my professional growth.

PROFILE SUMMARY

Over 3.5 years of experience in digital marketing, campaign management, social media marketing, brand management, and channel management including SEO. Good exposure video and photoshop softwares, content creation and an out of the box thinker with a flair for identifying emerging trends and addressing industry requirements.

WORK EXPERIENCE

➤ **Company Name : Digi Infotech Solutions (May 2025 to October 2025)**

Designation : Supporting Manager

- Collaborated with clients to gather detailed requirements for 2D and 3D CNC designs.
- Coordinated with design and production teams to ensure precise and timely project delivery.
- Managed complete project workflow — from client inquiry to final product handover.
- Built and maintained strong customer relationships to drive repeat business and client retention.
- Converted new leads into long-term customers through effective communication and service.
- Handled company social media accounts to promote CNC design services and portfolio.
- Organising events and managing shoot for company portfolio. Created digital marketing templates and promotional posts to enhance brand visibility.
- Ensured design accuracy, quality standards, and alignment with customer specifications.

➤ **Company Name : My Nest Assets pvt.ltd (August 2023 to April 2025)**

Designation : Digital marketing and Sales Specialist

- Prospecting for potential clients through social media networking, referrals, cold calling and marketing efforts.
- Representing clients in real estate transactions, including buying, selling, leasing and investing in residential and commercial properties.
- Providing personalized guidance and advice to clients throughout the buying and selling process, from property search and evaluation to negotiation and closing.
- Conducting market research and analysis to assess property value, market trends and competitive pricing strategies.
- Creating and managing property listings on multiple listing services, websites and social media platforms.
- Developed social media assets, including photo, video and audio content creation.
- Organising events and managing shoot for company portfolio.
- Led a team with 5 Sales Representatives, achieving a 30% growth in team sales performance in the first year.

➤ **Company Name : Ratna resort and hotels. (February 2019 to April 2020)**
Designation : Assitant Manager

- Build and deliver email marketing campaigns across social media.
- Analyze campaigns and relevant recommendations to improve conversion and sales.
- Managing seasonal digital marketing, brand campaigns including creative development, social media campaigns and cold calling.
- Managing seasonal events including corporate events.
- Actively sourcing new sales opportunities through cold-calling and social media.
- Maintaining long lasting relationships with existing and new customers by organizing/delivering well planned and successful events
- Handling contractors and daily event co-ordinators and man power for smooth work flow on daily basis.

ACHIEVEMENTS

- Achieved promotion to Manager position and Awarded with Best Manager Award in Ratna resort.
- Achieved Best Client Convincer Award in My Nest Assets pvt.ltd
- Awarded with Best Grooming award and Best Upcoming Consultant award in My Nest Assets pvt.ltd

ACADEMIC DETAILS

- Tool and Die making course, CTTC, Bhubaneswar, Odisha (2019- 2020).
- Diploma in Computer Science, SCTE & VT, Odisha (2020)

TECHNICAL SKILLS

- MS-Office
- AutoCAD
- Engineering Drawing
- Photoshop

STRENGTH

- Good computer knowledge and communication skills
- Ability to deal with customers diplomatically and building community
- Eager to learn new things and a good story teller
- Good social media influencer and content creator.

LANGUAGES

- English
- Hindi
- Odia

DECLARATION

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Ganjam

Date: 11th October

DOB: 24th March 2001

Liza Nahak

Signature of the Candidate