

MEELASHA NAKARMI

Social Media Manager

Date of Birth: 2057-10-6

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Facebook <https://www.facebook.com/Meelasha.SocialMediaManager/>

Instagram <https://www.instagram.com/bymeelasha>

LinkedIn <https://www.linkedin.com/in/meelasha-nakarmi-26bb16164>

Career Objective:

As a Social Media Manager, my career objective is to develop and enhance my skills in managing social media campaigns across different platforms. I will stay up-to-date with the latest trends and tools in social media marketing, and deliver exceptional results for your clients or company. I aim to become a specialist in social media marketing, lead a team of social media handlers, or pursue a career in digital marketing.

Summary

Experienced Social Media Manager with a demonstrated history of working in the digital media industry as a Digital Marketer. Skilled in Digital Strategy, Ads Execution, Graphic Design and Content Strategy. Strong media and communication professional with 3 year Experience.

Knowledge

- Understanding of different social media platforms and their audiences
- Ability to create engaging content and copywriting skills
- Proficiency in using social media scheduling and management tools
- Knowledge of social media analytics and ability to interpret data
- Excellent communication skills
- Ability to respond to customers' queries and feedback in a timely
- Creativity and adaptability to changing trends and algorithm updates
- Strategic thinking and ability to plan and execute effective social media campaigns
- Collaboration skills to work with other teams and stakeholders
- Continuous learning mindset to stay up-to-date with the latest social media marketing trends and tools.

Certifications

- Introduction to Digital Marketing
- Social Media Certified
- Content Marketing Strategy 101: Guide to becoming a Content Strategist
- Content Marketing Basics
- Content Marketing
- ChatGPT for Beginners
- ChatGPT for SEO and Content

Skill

- Digital Strategy
- Digital Marketing Experience
- Content Strategy
- Community Management
- Analytics and Performance Tracking
- Brand Development and identity
- Influencer Partnerships
- Paid Social Media Advertising
- Graphic Design
- Team Collaboration and Communication

Work Experience:

Social Media Manager

BaAma Consultant Pvt.Ltd

Gwarkho,Lalitpur

March 2022- Present

Job responsibilities:

- Content Planning
- Social Media Schedule
- Social Media Ad's
- Client Management
- Monthly Content Review
- Shoot Planning
- Team Coordinate

Social Media Officer

Freelancing

Gwarkho,Lalitpur

May 2020- January 2022

Job responsibilities:

- Content Planning
- Social Media Schedule
- Graphic Design
- Monthly Report
- Team Coordinate

Office Admin-8 Month

Fuloo's

Kumaripati,lalitpur

July 2019-March 2020

Job responsibilities:

- Dealing with customer.
- Reporting daily work of all staff.
- Social Media Handel.
- Arranging paper work.
- Keeping record
- Reporting daily work.
- Solving participate queries

Sales Executive - 6 Months

Universal Mobile shop

Jawalakhel , Lalitpur

December 2017- June 2018

Job responsibilities:

- Handling in-bound calls
- Facebook marketing
- Record keeping in excel, Dealing with customer

Receptionist - 9 Months

MK handicraft

April 2016 -February 2017

Job responsibilities:

- Interacting with different people
- Dealer with Nepali and foreign people
- Handling the foreign customer
- Recording/ keeping of materials

Education

Academic Qualification: School: Hindu Vidyapeeth Nepal
(SLC)
Year 2072 Completed.

High School: Milestone International College
(+2) Degree at faculty of Management (Computer Science)
Year of 2074 Completed.

College: Aims International College Bachelor
3rd. year Degree at faculty of Humanities (BSW)
Year of 2078 Completed

College: Patan Multiple Campus
1st Semester at faculty of Humanities (MARD)
Running

Training:

Trainee sales Executive

21st June,2018 to 21st August 2018

Blue Muffin Studio

Koteshwor , Kathmandu

Responsibilities: Visiting client's website ,Handling out-bound calls (Australia), Collecting leads.

Social Activist| Volunteer| Trainer (6 Year Experiences)

Rotaract Club of Mahaboudha

Nepal Mahila Bishwasi Sangh (NMBS)

Sneha's Care

Mask campaign as Field Volunteer

ELANA(Early-grade literacy and numeracy assessment)

Child fund Japan

Restless, Urja

I learned different kinds of management skills during this social activism journey. Interacting with people and getting involved in social work gives me good communication skills. I have also been involved in the community for six years, and have experienced different kinds of success and failure.

At this point, I am very interested in the changing digital world, it's amazing how much it's impacting our lives now. Working in this field for two years changed my passion for digital work. Therefore, I am looking forward to switching careers and working as a Social Media Manager. In addition, I have prior experience in this field. The enclosed Curriculum Vitae contains more information about me.

Reference:

Diwakar Rijal CEO BaAma Consultant 9801013376
Mira Thapa Program Co-ordinator Sneha's Care 9843760400
Sarmila Tamang Project Supervisor The Small Earth Nepal 9840202258
Pramila ELANA Program Co-ordinator 9851191694
Fuloo's CEO 980874471
Ravi Shankar Jha CEO One up, Baneshwor 014104479
Shreekand Coordinator of library management Child fund Japan, Baneshwor 9843500590
Shreya Shrestha President Rotaract Club of Mahaboudha 9860102760
Sarmila Tamang Project Coordinator Urjaa 9840202258
Palista Maharjan President Rotaract Club of Mahaboudha 9860561800
Sanjay Lamichhane Founder and managing director Blue Muffin Studio 9860591288
Yaman Shrestha Owner Universal Mobile shop 985106396

I hereby declare that the above information is true and correct to the best of my knowledge and belief.