

# Nadia Reddy

## Marketing Manager/Tutor

Creative Marketing Manager with broad-based background in highly competitive and dynamic organisations. Recognised as decisive leader and excellent team player. Talented Tutor offering outstanding communication and problem-solving skills. Fosters positive learning environment by encouraging students to develop individual skills. Specializing in 1:1 instruction, team collaboration and relations with students, parents and support staff. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.



### Work History

2023-01 -  
Current

#### After-School Tutor

*Self Employed (weekends), Chatsworth*

- Evaluated student progress through assignments, quizzes, and exams, offering constructive feedback for improvement.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.
- Motivated students with accurate feedback and positive reinforcement.
- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Increased student comprehension by providing personalized tutoring and support in various subjects.
- Created tailored lesson plans and study guides to teach and assist students in area of study.
- Conducted review sessions to help students prepare for tests.

2020-11 -  
2023-01

#### Marketing Manager and Personal Assistant

*Hotel Savera, Durban*

- Managed new product and content releases, from planning to implementation and post campaign reviews
- Created sales strategies to promote advertising offerings and motivate larger deals
- Identified, developed and evaluated marketing strategies based on knowledge of company objectives and market trends
- Identified user behaviour trends, advising and developing strategies to improve digital marketing activities
- Screened incoming telephone calls and PR enquiries, directing them through appropriate communication channels
- Documented and shared weekly meeting minutes
- Generated reports using Microsoft Excel spreadsheets.

2017-07 -  
2017-11

#### Systems Administrator and Supervisor

*JASSA Investment pty Ltd, Durban*

- Monitored and controlled office inventory, ensuring adequate supply levels, timely product ordering and efficient management of company resources
- Kept office operations running smoothly and efficiently by implementing procedure and policy improvements
- Liaised with customers, addressed enquiries, handled



### Contact

#### Address

Chatsworth, Durban 4092

#### Phone

0846846797

#### E-mail

reddynadia33@gmail.com



### Skills

Brand marketing

Marketing campaign management

Brand building

Digital marketing strategies

Lesson Planning

Written Communication

Task Prioritization

Homework Assistance

Self-directed learning

Interactive Learning

Test Preparation

Online tutoring

2023-01 -  
Current

## Receptionist and Dental Assistant

Dr Shirish Bhaga, Durban

- Met incoming customers with professional approach and provided friendly, knowledgeable assistance
- Captured and processed client information, entering data into online systems for wider company use
- Organised and updated weekly schedules and monthly calendar obligations for various levels of management and junior staff
- Maintained clean and orderly reception area to impress and welcome visitors
- Welcomed guests and clients in friendly, positive manner
- Provided, maintained and stored manual and electronic patient information in Dental Records Library as rostered across hours of operation
- Stocked and prepared examination and treatment rooms, setting up required instruments, tools and equipment.



## Education

2016-01

### Bachelor's degree

Asoka secondary school - Moorton, Chatsworth

2020-01

### Bcom general degree - Marketing, information technology and business management: Marketing, Information technology and business management

Regent business college - Durban Central, Durban

2024-04 -  
2024-04

### 120 Hour TEFL Certificate : English Teacher

TEFL Universal - Online



## Certifications

Digital marketing, 2 weeks, 2022



## Dob

12/17/1998



## Valid Driver License

Yes, code 8



## Personal Information

- Gender: Female
- Nationality: South African



## References

- Jerry Naldoo, Hotel Savera, 0648353553, 03140161111
- Hodeesha Moodley, JASSA investment, 0790430859, 0314684381
- Dr Shirish Bhaga, Dental surgery, 0314045999