

EKTA NAIKA

PROFILE

Experienced 360 virtual tour Editor with 7 years in Support Direct India (Google trusted Agency) delivering top quality work and achieving high customer satisfaction metrics. Searching for an Accounts & Administration Officer role in the Entertainment/Media/Publishing industry in Mumbai.

WORK EXPERIENCE

2017 - PRESENT

Spirie Marketing Solutions (Google Trusted Agency)

Key responsibilities:

- Working as a Sr. Editor for Google 360 virtual tour and handling quality checks for the 360 virtual tours across Pan India Quality and keeping track of that Publishes done on given time.
- Handling photographers across pan India and their payment. Handling vendors and their payments. Create a panorama for the virtual tour Publish the 360 virtual tours on google.
- Create google my business. Optimizing google my business. Handling multiple google my business of the client. Keeping track of the footage and quality of panorama given by the photographers

360 Virtual Tours -Software

- Panoskin
- Ptgui
- Photoshop

ADDITIONAL CERTIFICATION

Film & TV Editing Course from ZIMA-(Zee Institute Of Media Arts)

INTERESTS

- Reading Books
- Travelling
- Listening Music

CONTACT

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- ✉ ektanaika07@gmail.com
- 📍 Borivali West Mumbai

PERSONAL DETAILS

- Date of Birth
07/04/1991
- Marital Status
Unmarried

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English
- Hindi
- Marathi
- Gujarati

EDUCATION

TYB COM-Mumbai University

SOFT SKILL

Advanced MS Office