

Kadeeja Siraj

Client Relation Executive

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Profile

I'm Kadeeja Siraj, a communication-focused professional and former Account Executive at Whyletz. Passionate about building strong relationships, I specialize in client engagement, strategic communication, market research, and project execution, delivering solutions that create meaningful brand impact and foster lasting client trust.

WORK EXPERIENCE

Account Executive, Whyletz- Kochi, Dubai (2024-2025)

- Maintain and grow client relationships across industries.
- Collaborate with creative and strategy teams on campaigns.
- Conduct market research and competitor analysis.
- Prepare and present client reports and performance reviews.
- Manage projects from planning to delivery.
- Analyse social media campaign performance and handling client's social media handles.

Relieving Letter [📄](#)

Consultant & Counsellor, Kreative Sparks & Academy- Kochi (2024-2024)

- Handled inquiries, inbound and outbound calls, and assisted with client and student engagement.
- Provided guidance and counseling support, addressing client needs efficiently.

Academic Counsellor, CDA Academy- Kochi (2023-2024)

- Managed academics and operations, ensuring smooth coordination across departments.
- Maintained student records, managed ERP software, and supported administrative tasks.

Consultant, Green Tree Immigration

- Handled inquiries and provided detailed information on visa-related processes and services.
- Assisted clients with documentation and application guidance

EDUCATION

MA Journalism & Mass Communication, St Teresas College

2021 – 2023

This program offers practical training in journalism, media, and communication, covering reporting, media ethics, digital media, PR, advertising, and research, preparing graduates for diverse careers in media and communication.

Internship Certificate [📄](#)

Research Work [📄](#)

BA French Language & Literature, St Teresas College

2018 – 2021

SKILLS

- | | |
|--|---------------------------|
| • Client Relationship Management | • Strategic Communication |
| • Market Research & Analysis | • Project Execution |
| • Time Management | • Presentation Skills |
| • Languages (English, Hindi & French) | |