

SATISH GHATWAL

Executive Assistant, Video Editor, Digital Marketing Specialist



Guwahati, Assam, India



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SUMMARY

I possess over 7 years of diverse professional experience ranging from executive assistance to video editing and digital marketing. I excel in managing administrative tasks while employing a range of creative skill sets. I am adept at collaborating with teams, delivering quality content under tight deadlines, and optimizing marketing campaigns to enhance brand presence and engagement

SKILLS

Aminos, Leonardo, Aiease, Midjourney, Claude, Chat GPT, Meta AI, Gemini, Microsoft Teams, ClickUp, Calendly, Google Calendar / Microsoft Outlook, Zoom / Google Meet, Dropbox, Google Drive, OneDrive, Notion, Microsoft OneNote, Google Travel, Google Workspace, LastPass / Dashlane, Clockify, Hubstaff, DocuSign, Loom, Sierra Interactive, Skyslope, Digisign, Monday CRM, Airtable, HubSpot, Trello, Zoho, Buffer, Online & Offline QuickBooks, Claude, ChatGPT, Claude, ChatGPT, Elevenlabs, Midjourney, Sintra, Cleanvoice, Deciphr, Wistia, Pictory, Wondershare Filmora 12, ShotCut, Adobe Premier Pro, Slack, Asana, Descript, Deciphr, Photopia, Figma, Jitter, Adobe Photoshop, Adobe Illustrator, Canva, Shopify, WordPress, AdSense, Skip Tracing, Real Estate Lead Generation. etc.

WORK EXPERIENCE

Executive Assistant / Video Editor

C-Suite Legal & Social Media Marketing

Nov 2024 - April 2025

- Designed high-quality graphics and motion assets for a C-level legal marketing company.
- Video Editing, Podcast Creation, Flipbook Creation on Relayto, Article Writing, Graphic Design for Podcast Episodes, Photopia, Adobe Photoshop, Using Descript to do the Video Editing and Creation of any Podcast or Interview Videos, Edited video content for client promos, social media reels, and brand storytelling.
- Delivered end-to-end content aligning with branding guidelines.
- Collaborated with clients and content teams to optimize creative workflows.
- Managed tight deadlines while maintaining consistent quality across projects.

Social Media Manager / Executive Assistant

The Mobile Rundown

Feb 2024 - Oct 2024

- Created and scheduled engaging social media graphics and video content for YouTube, Instagram, and Facebook.
- Tasks like research about real estate properties,
- Social media profiles of competitors,
- Checking and working with various recent AI tools to create the ChatBots and AI Voice Agent.
- Creating motion graphics to improve and increase the viewership on social media platforms.
- Managed content calendars and coordinated with event partners for digital campaigns.
- Graphic Design, Video Editing, Web Research.
- Creating Different and Unique Graphic Designs Using Adobe Photoshop, Adobe Illustrator, and Canva for the YouTube Thumbnail or Social Media Platform.
- Editing the Videos for the YouTube platform
- Researching on the web for backlinks or to increase traffic on the website.

Executive Assistant / Virtual Assistant,

Tanzite Stonedecks Inc.

June 2022 - Jan 2024

- Hiring Candidates for various job roles.
- Helping to search for warehouses in Canada, Indiana, the United States, Europe, New Zealand, etc.
- Contacting Distributors or Wholesalers in China, U.S.A., Canada, New Zealand, Australia, or other countries to find the Best Deals.
- Getting the best shipping companies to ship our stone tiles or Pavers to Canada, the U.S.A., and Europe.
- Set up RingCentral or any other Phone provider for all the employees in the company.
- Booking Flight Tickets or Hotels for Our CEO, Mr. Gordon Neustaeter,
- Helping their Family as well.
- Arranging and Getting the Trademark or Patent in Canada for the products.
- Arrange the Testing of our Products. Paying anyone who comes in to do these tasks if required.
- Managing the payment for the Ring Central Account and Warehouse in Indiana, U.S.A.
- Researching on getting a Visa for other Countries like Puerto Rico or Europe.
- Managing their Calendar and Schedule using Google Calendar.

Social Media Designer

Duncan Avery Apparel

Jan 2021 - April 2022

- Creating Images and graphic Designs for T-shirt Printing and sending them to the Client.
- Creating Different and Unique Graphic Designs Using Adobe Photoshop, Adobe Illustrator, and Canva.
- Creating Images for social media posts with captions and posting them to the respective social media.
- Maintaining and creating the Shopify Website and blog posts by creating images and articles.
- Editing and maintaining the application process for the company.
- Preparing Excel for various purposes, like collecting data for clients and creating a database.
- Creating social media posts and scheduling posts on social media, a 4 different social media like Instagram, Twitter, Facebook page, and Pinterest

Executive Assistant

CPR Complete Property Restoration

July 2019 - Dec 2020

- Working on REO or PFC properties in order to bring them into conveyance condition.
- Submitting the work orders to the client, which have been completed by the field crew.
- Doing a regular follow-up with the field crew in order to make sure the work orders are being completed before the due date.
- Creating Bids for new repairs or any work that is required for the property to bring the property under conveyance condition.
- Calling or taking calls from the field crew for any work order-related issues.
- Calling and arranging new interviews for the new vendor hiring process of VM
- Assigning the new work orders to the field crew in order to get those completed before the due date.

EDUCATION

Bachelor of Arts

EIILM University

July 2009 - Mar 2022

High School (C.B.S.E)

KVS

April 2003 - March 2006

REFERENCES

Steve Macdonald

(C-Suit Legal & Social Media Marketing)

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