

# **CURRICULUM- VITAE**

## **FULL ADDRESS**

ELITE HOMEZ, H-303, SECTOR-77, NOIDA

pin code-201301

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SUNITA KAPOOR

## **PRESENT POSITION:**

- WORKING WITH AMARUJALA HINDI DAILY FROM DEC. 2007 TO PRESENT DATE.

## **CAREER OBJECTIVE ;**

Seeking a position to utilize my skills and abilities in a company that offers professional growth while also being resourceful, innovative, honest and dedicated.

## **EDUCATIONAL QUALIFICATION:**

- Graduated from Delhi University.
- Diploma in Journalism from Delhi University.

## **PROFESSIONAL EXPERIENCE:**

- Have been working in media for the past 25 years.
- Worked as a jr. sub editor in hindustan times from march,1991 to july,1992
- Worked in Rashtriya Sahara and Sahara TV Noida as Sr. Sub Editor from july 1992 to Feb 2004.
- Worked as a chief producer in S1 Channel from january, 2004 to may 2005
- Worked as a chief Sub Editor in Senior India Magazine from may 2005 to november 2007.
- Worked as a Freelance Writer for many newspapers and magazines.

## **KEY RESPONSIBILITIES:**

- Co-ordinates with centre heads.
- Maintain deadlines and creativity of pages.
- Deciding on the content for stories.
- Quickly collecting and analysing information for stories.
- Editing of all pages, work on layout design of pages, leading/special stories, including important news content and catchy headlines and pictures.
- Bring innovative ideas, adheres to timelines.
- listen to my teammates whenever they have a say.
- Conducting interviews with readers, sources and anyone directly involved in a story.
- Contributing articles, comments and opinion pieces to amarujala website.
- Attending press launches, meetings and conferences etc.
- I search additional points and previous regarding issues to make news more informative and readable (i.e. value additions).
- **I play a special role in making page 'Bindass' that are related to films and make it look the most entertaining part of the newspaper.**
- Being a team leader on desk, i do my work very sincerely and diligently.

## **ADDITIONAL PROFESSIONAL ACTIVITIES:**

- Many articles have been published in NBT/HINDUSTAN AND SO MANY NEWSPAPERS AND MAGAZINES.

### **ACHIEVEMENTS:**

- State level swimmer.
- Cultural Secretary in college.

### **LANGUAGES KNOWN:**

- HINDI/ ENGLISH/ SANSKRIT/ PUNJABI

### **AREA OF INTEREST:**

- Reading books/news paper/magazine
- Making new friends/Meeting People
- Singing/listening music
- Watching movies
- Acting
- Voice over
- Swimming/Sports
- Add more.....

### **Key Competencies & SKILLS:**

- QUARK EXPRESS (PAGE MAKER), TRANSLATION, INTERNET ACCESS, .
- KNOWLEDGE OF MS WORD.
- Feature Writing
- Copywriting
- Reporting
- Keyboard Skills
- Interviewing

- Translation
- Proof Reading
- Client Liaison
- Public Relations
- Ability to write interesting articles for targeted niche audiences.
- Knowledge of writing about a range of topics including; health and fitness, relationships, lifestyle, culture, travel, employment and education.
- Up to date with all current affairs and local, national and international news.
- Ability to write creative and interesting articles.
- Research skills.

### **CO-CURRICULAR ACTIVITIES :**

- Participated in many debates/cultural activities in school and college.
- A proud member of Shri Ram centre for performing arts and Sangeet natak academy and acted in a lot of prestigious theatrical plays.
- Hosted numerous events.

### **SPECIAL QUALITIES:**

- Punctuality
- Creative Thinking
- Professional approach towards work
- Ability to handle pressure
- Positive Thinking

### **Personal Details-**

- |                  |   |                           |
|------------------|---|---------------------------|
| ➤ Father's Name  | - | late shri Tilak Raj Gupta |
| ➤ Husband's Name | - | Anil Kapoor               |
| ➤ Date of Birth  | - | 20/10/1968                |
| ➤ Gender         | - | Female                    |
| ➤ Nationality    | - | Indian                    |

➤ Strength

- Work under pressure, Innovative

**Declaration-**

Atlast I would like say that the above information is totally correct and if I will be given a chance to serve under you, I shall prove myself as an asset for Your renowned and reputed organization.

**SUNITA KAPOOR**