

MEHUL DAVE

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PROFESSIONAL SUMMARY:

- Experienced communication manager with over 15 years of experience in media Industry. A dynamic and creative professional capable of communicating both simple and complex issues across a wide range of media.

HIGHLIGHTS:

- Excellent written and verbal communication
- Strong organisational skills
- Ability to work calmly under pressure
- Excellent interpersonal and networking
- Ability to manage a complex workload
- Web content development
- Strategy implementation
- Multitasking

WORK HISTORY:

Senior Content Operation Specialist UCWeb Mobile Pvt.Ltd.

(UC Browser- Alibaba) - Gurgaon, Haryana

07/2018 - 01/2019

- Manage the day-to-day internal and external communications and promotional activities of the company.
- Maintain a strong brand for the Secretariat, including impactful and fit-for-purpose publications, website and social media.
- Co-ordinate media and public affair activities to promote the brand across India.
- Prepare case studies and articles on issues for internal and external communications.
- Maintaining strong relationships with corporate, potential members, and other partners to advance the platform goal.
- Manage the publication and promotion of news materials, including design and videos.
- Build on existing and develop new relationships with key decision makers, member organizations, media and others.
- Provide line-management and support to staff within the communications and outreach team.
- Monitoring, analyzing and reporting on all aspects of communications.
- Take ownership of push notifications, Making push on breaking and interesting news often
- Publishes quality Web-based graphics, video and audio content.

Senior Sub Editor

Garvi Gujarat (web Portal And Newspaper) - Ahmedabad, Gujarat

12/2017 - 06/2018

- Researches, writes, edits, proofread and copy edits a variety of digital content including news bites, promotional copy.
- Prepare full length articles and print copy that needs to be transformed into digital copy.
- Decide content of digital media and publications according to the publication's style and editorial policy.
- Stays abreast of search engine strategies and develops effective keywords and descriptions for Web pages.
- Evaluate submissions from writers to decide what to publish.

Visiting Faculty

National Institute of Mass Communication & Journalism – Gujarat

03/2016 - 11/2017

- Practical studies of media and communications and routines in the institute.
- Number of online experiences on Print and electronic media.
- Communicating both simple and complex issues across a wide range of media.
- Discussions, debates and research on current affairs and political scenario.

Senior Editor

Sandesh News - Ahmadabad, Gujarat

02/2015 - 03/2016

- Deciding contents of the News bulletins and the headlines, managing output activities for the effective output, Assigning stories to relevant Video Editors and Copy Editors.
- Planning, captivating design ideas, organizing and conducting television programs, Preparing Rundown, Scripting and Special programs, conceptualizing, creating, implementing and running a media product and delegating it to operating team.

Assistant Editor Exec Producer

GSTV (Gujarat Samachar) - Ahmadabad, Gujarat

10/2012 - 02/2015

- Planning, Editing, Reporting & Covering news Create features/content & conducting interviews, Spotting potential stories & high impact features.
- Re-write press releases so that it flows or reads better and adheres to the house style of our publication, independently research and write material.
- Copy editing and proof reading, Media coverage of events, product launches, brand unveiling, update websites with regular reports and news feed.

Senior Sub Editor

Lokarpan Daily - Gandhinagar, Gujarat

11/2009 - 10/2012

- Planning, Editing, Reporting & Covering news Create features/content & conducting interviews, Spotting potential stories & high impact features.
- Provided concise and constructive editorial feedback to writers by creative Ideas.

Associate Editor

Zee News - Ahmadabad, Gujarat

04/2006 - 03/2009

- Special assignment in Gujarat municipal corporation Elections –LIVE,
- Coordinator of result update team during Lok Sabha Elections 2004-LIVE,
- Special coverage during Gujarat serial blast, Elections and all live events.
- Elections and all live events

Copy Editor/ Reporter

ETV News Network - Ramoji Film City, Telangana

01/2004 - 04/2006

- Writing stories and producing bulletins, Produced special news based programs.
- Editing scripts from PTI, Reuters, APTN, National and regional editing visuals for all kind of news Stories.

Special achievement: Telephonic interview of Chief Minister Mr. Narendra Modi

Academic Background:

- 2012 Master of Business Administration EILM University - (Awarded with **first class**)
- 2002 Bachelor of Business Administration (BBA)
- 1997 Diploma in Electrical Engineering (DEE)