

AARTI MUNDA

COMMUNICATION
PROFESSIONAL

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DOB: 14 January 1990
Add: Bariatu, Ranchi

ABOUT ME

Creative communication professional with expertise and experience as a web content writer for various websites. Developed, edited and managed the print and web content, as well as prepared internal and external executive presentations. Exceptional verbal and written communication skills and understanding in creating strategic initiatives to execute organizational priorities and vision.

ACADEMIC QUALIFICATIONS

GURU JAMBHESHWAR UNIVERSITY, HISAR (2015)
Master in Mass Communication, 73%

INDIAN INSTITUTE OF MASS COMMUNICATION, NEW DELHI (2014)
PG Diploma in Advertising & Public Relations, 60%

ST. XAVIER'S COLLEGE, RANCHI (2012)
B.A in Functional English (Hons.), 67%

AREAS OF EXPERTISE

Content Creation
Press Releases
Blogs
Product Description
Presentations
Proofreading
MS Office Products
Social Media Management

ADDITIONAL SKILLS

Avid Learner
Innovative
Team Player
Assertive
Creative Thinker

EXTRA CURRICULAR

-Member of Sketching Club in IIMC
-Volunteered in Blood Donation camp in St. Xavier's College
-2nd Runner up in Solo Dance Competition at MHRAT, 2014
-1st Runner up in Dramatics Competition at MHRAT, 2014
-School Prefect in class 9th

WORK EXPERIENCE

CONTENT WRITER at A&M COMMUNICATION, Ranchi
August 2015 – April 2016

- + **Developed Content** for Websites, Brochures, E-mailers
- + **Wrote** Blogs, PRs & social media posts
- + **Corporate Communication:** Curated Internal and External Communication of the company
- + **Social Media Management-** Helped in conceptualizing various engagements in the Facebook, Twitter pages of our various clients.

COMMUNICATION INTERN at SMILE FOUNDATION, NEW DELHI
May 2014

- + **Content Writing & Editing** for the official website page of Smile Foundation.
- + **Social Media** – Composed Facebook stories, Twitter posts
- + **Public Relation** – External Communication with clients
- + **Market Research, Analysis & Presentation**

ACADEMIC INTERN at NAVSUMAN MOVIE ART ASSOCIATION
January 2012

- + **Translator** - Translated the original content in regional languages into English.
- + **Voice over**