

SHWETA AHIRE

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9082770130

Charkop, Kandivali West, Mumbai - 67



Education

Sanskar Vidyalaya

2015

SSC

A

Pawar College

2017

HSC

B

Patkar Varde College

2020

TY.BMM

B



Experience

Aaj Tak and India Today

November 2019 - February 2020

Internship

1. Worked under Production Department
2. Handled Social Media for Mumbai Tak (Digital News Channel)
3. Created Slug Lines and Headlines on daily basis for Aaj Tak.

Telly Chaska

December 2020 - February 2021

Internship

1. Handled Social Media
2. YouTube (Title, Description)
3. Voice Over Scripts

PR Team Golecha (Private Company)

February 2021 - Present

Publicist

1. Send Releases to Media
2. Line up interviews with Media
3. Take interviews
4. Interview Transcribe
5. Create content for clients (Questions)



Achievements & Awards

Core Member of Accounts and Creative Department of College Festival (Mediatainment & SSFS - Silver Screen Film Society)



Skills

Operating System - Windows Application - Microsoft (Word, Excel, PowerPoint)



Strengths



1. Quick Learner.
2. Punctual, Honest and Humble.
3. Creating Positive Working Environment.
4. Ability to Collaborate and work as a team.



Personal Traits

1. Passion to learn and explore new things.
2. Determination to finish given work on time.
3. Ever-ready to work hard and achieve goals.



Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives, and I hereby assure you to give my level best and workhard to achieve the goal.