

SAKET SHARMA

Near Health Club, Vivekanand colony, Shivpuri, Madhya Pradesh

Mob: 8219881470

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Education

10th Standard

St Benefict's School, Shivpuri

CGPA: 8.8

12th Standard(PCM)

St Benedict's School, Shivpuri

Percentage: 78.9

BA Journalism and Mass Communication

Shimla University, Mehli Shoghi bypass, Shimla, Himachal Pradesh

2017-2020

Experience

Newstimes network,Lucknow, Uttar Pradesh

Internship/ June 2018

- Assisting the program faculties in noting the written scripts and storyboards.
- Coordinating the news reporters and other crew members in covering events, incidents, and stories.
- Assisting the photo and video shoots of officials and required people in various conferences and events.
- Helping with the Photos in Photoshop. And editing the footage in Adobe.
- Providing voice overs to the footages and covering them up in Adobe.

- Gathering creative ideas and unique topics for video production and framing the script for them.

Dainik Bhaskar, Gwalior, Madhya Pradesh

Internship/ January 2018

- Assisting the assignment desk in sorting news stories and briefings, on the basis of their relativity and priority.
- Coordinating with reporters and other crews in covering stories, events, and exclusive photographs.
- Tasks included writing news stories and notes, answering telephones, gathering news briefings and press releases, and capturing events and incidents.
- Conducting interviews of required officials and other people for the story.
- Structuring the report and typing news stories(in Mangal font).

Rellins Technologies, Mohali, Punjab

Content writing and marketing Internship/ June 2021

- Researching the required topic on the internet to get an understanding of the topic.
- Noting down the structure of the article along with the various points and ideas.
- Writing user friendly articles and blogs on various topics related to their platform.
- Writing personalized emails and messages for the various users and clients.
- Creating Facebook and Instagram as notes, to be published on their respective platforms.

OneCompany, Work from home

Content and Copywriting / Dec 2021

- Researching the ideas and thoughts related to the required topic.
- Creating the structure of the blogs or articles by noting down the respective points.
- Writing articles on various topics related to technology,marketing strategy, and marketing trends.

Khabrein Abhi Tak, Chandigarh

Video Editing Internship/ March 2022

- Merging the required footage together in an appropriate order to create an interesting story for the Television.

- Making some eye-catching packages, programs, or reports for the regular Television shows by combining the voice over effects, graphics, and music together.
- Editing packages and programs to be run on the television.

Hind Josh

Content Writer, September 2022

- Planning the layout of the articles to be written and published on their online platform.
- Writing articles on the given topics and fields that are to be covered on various topics like, technology, Health, lifestyle, business, and much more.
- Correcting the written contents and other ideas that have been already written before, to meet the ascertain standards.

SSB Media, Gurgaon

Creative Writer, June 2023

- Making interesting and engaging plots for the writing of stories to be run on YouTube.
- Editing and reviewing other similar works done by the other colleagues.
- Writing captivating stories based on the approved plots, and getting them approved by the senior staff.

Skills

- Video Editing.
- Photography.
- Content writing.
- Copywriting.
- Handling the Video and Photo shoots of events, stories, and conferences.
- Framing and writing the scripts of stories and video shoots on some unique and creative ideas.
- Editing the Photos and video footage and mixing them up with voiceovers or other audios.
- Writing articles, blogs, and emails on the various topics related to lifestyle, technology, entertainment, and much other.
- Tailoring the audio clips for merging them with videos.
- Noting down ideas and stories for production and publication.
- Good organizational skills.
- A young and creative starter with a profound academic score and good communication skills.

Softwares Known;

- Final Cut Pro
- Adobe Premiere Pro
- Adobe Photoshop
- MS Office
- Hindi typing(Mangal font)
- Grammarly