

SHIKHA BHATNAGAR

Content Producer

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Career Objective

With a nose for news, knack for research, and over 4 years of experience in writing, I aim to produce apposite content for the company.

Work Experience

January 2018 – November 2019 (Part-time): **Mr. Babu Retail Company (Content Strategist Consultant), Kuwait.**

Roles and responsibilities:

- Responsible for putting out fresh and relevant content on all social media platforms.
- Responsible for writing description and information on the website.
- Responsible for managing the content team for research and market analysis.
- Relationship management with clients and sponsors.

January 2018 – November 2019: **Samsung Engineering Co. Ltd, Kuwait.**

Current Project:

Project Title: Clean Fuels Project (Mina Abdullah Refinery 1)

Client: Kuwait National Petroleum Company

Value of Project: USD 4.7 Billion

Type of Project: EPIC (JV Petrofac, Samsung Engineering & CB&I (Now McDermott))

Roles and responsibilities:

- Filing of Engineering drawings and documents including Vendor data and arranges these documents.
- Receiving drawings and document revisions from Home Office, replace the superseded revisions by new ones and keep the superseded documents accessible for information.
- Provide copies of the latest revision to Discipline groups and Subcontractors as required by distribution schedule as fast as possible.
- Detailed verification of Database to arrange necessary documents for a relevant scope of work.
- Handling Incoming Letters, Transmittals Technical Documents, etc. from Client, Subcontractors, etc.
- Receiving and sending to all disciplines Design Changes and Technical Queries related Documentation.
- Compilation of documents for the Handover of works.
- Data-entry of Certificates for Project Completion.
- Interaction with various departments to collect data.

Since October 2018: **Kuwait National Petroleum Company, Kuwait (On Deputation – Client Side)**

Current Project:

Project Title: Clean Fuels Project (Mina Abdullah Refinery 1)

Client: Kuwait National Petroleum Company

Value of Project: USD 4.7 Billion

Type of Project: EPIC (JV Petrofac, Samsung Engineering & CB&I (Now McDermott))

Roles and responsibilities:

- Accurate, complete and timely entry of data into the Maximo Module
- Interaction with various departments to collect data.
- Progress report compilation for KNPC Construction Team
- Excellent communication and problem-solving skills, including the ability to maintain composure under stress, offering solutions to resolve issues
- Excellent organizational skills and ability to manage time effectively to meet deadlines.
- Excellent problem-solving and analytical skills

2014 – 2016: PK Online Ventures Private Limited (Content Producer), India.

Roles and responsibilities:

- Responsible for formulating strategy, partner management, content creation, content acquisition and social media marketing for *Cinecurry*.
- To analyze the trends on social media and plan the execution of content strategy.
- Co-ordinate between creation team, programming team, design team, and social media team to produce timely and relevant content.
- Channel Programming work in collaboration with partners to optimize channel and original programming concepts, to best deliver audience development, scheduling and deployment objectives.
- Coordinating with the MIS team on partner reports and payments
- Use deployment and scheduling strategies to drive success from existing title and brands to new titles and keywords
- Building a social media strategy for respective Channels & Product.
- Responsible for coaching and providing feedback to individuals.
- Finding and handling of clients.

LINK TO WORK [PORTFOLIO](#).

Freelance Projects

1. Worked as a video presenter and content writer for [Storified](#).
2. Content writer and social media manager for [Graphics Pedia](#), [Last Benchers](#), and [Tiny Step](#).
3. Blogger at [A Filmy Affair](#).
4. Content writer at Wordplay Content.

Academics

2011 – 2013

M.A in Mass Communication (Audio Visual Communication)
Commits, Bangalore, India

MCPRV (Makhanlal Chaturvedi Patrika Evam SancharRashtriya Vidhyalaya), Bhopal.

2009 – 2011

B.com (Accounts Specialization)

CMR Institute of Management Studies (Bangalore University), Bangalore, India.

2009 2nd

P.U.C (EABB)

CMR Pre-University College, Bangalore, India.

2007

10th (CBSE)

Kensri School, Bangalore, India.

Internships

- 1) Trainee at GMR Varalakshmi Foundation (non-profit organization), Bangalore, India (October – November 2012).
- 2) Trainee at Firecracker Production House, Mumbai, India (March – May 2013).

Skills:

- Good command over English (read & write)
- Content Writing
- Team Management
- Social Media Optimization
- Partner/vendor Management
- Microsoft Office Advance
- Maximo Basics

Personal Information

Date of Birth : 20.06.91

Sex : Female

Nationality : Indian

Address : #5, ganga gardens, hennur road
Bangalore - 560043

Languages Known : Hindi and English (read & write)

References:

1. **Mr. Babu:** Roshan Feroz (reporting manager)
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2. **PK Online:** Rony Dutta (reporting manager)
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