Mousubha Bhattacharya

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**Job Objective**

To secure a position as a Public Relations Executive and Communicator or Adviser and utilize education and experiences to the fullest.

**Highlights of Qualification**

* Proficient in MS Office suite
* Content writing and communication
* Public Relations and Advertising
* Socio Economic research project on ‘A Comparative Study on the Various Music Schools across Kolkata’
* Actively participated in organizing an event on Women’s’ Day at The Heritage Academy, Kolkata.
* Worked as a researcher on a documentary, studying the consumer behavior of the slum dwellers of Kolkata for IIM, Kolkata. 2017 as a part of assessment.

Professional Experience

**Internship at Inner Circle Advertising India, Pvt LTD (4th May, 2018 – 4th July, 2018 )**

* Worked as a management trainee under this advertising agency and has the basic idea and knowledge about Advertising.
* Preparing Job List for employees.
* Scheduling Meetings for the clients
* Delegating jobs to the creative department
* Forwarding final artworks and replying to mails from clients
* Making Presentations for Monthly Updates and coverage for Clients and organization

**Internship at 20:20 MSL, Bangalore (3rd October, 2017 - 30th November, 2017)**

* Worked under this organization as a Public Relations Account Executive
* Keeping a track of the coverage
* Tracking Newspapers
* Updating the Client Contact sheet weekly
* Communicating with Clients and Media Houses
* Creating inventories for clients

**Interned in Shristi Communications, Delhi (1st February, 2017 - 15th March, 2017)**

* Worked under this organization as a Public Relations Account Executive
* Keeping a track of the coverage
* Updating the Client Contact sheet weekly
* Tracking Newspapers
* Communicating with Clients and Media Houses
* Creating inventories for clients
* Clients Handled: **PUMA, Dell, Alibaba**

**Interned at AAJKAAL-Bengali Newspaper Agency, Kolkata (7th October, 2017 - 7th November, 2017)**

* Translator (Bengali to English and Vice-Versa)
* Desk Job

**Education**

* Nursery to Secondary- South Point High School
* Higher Secondary- The BSS School
* Completed graduation from Gokhale Memorial Girls’ School in Communicative English (B.A. Communicative English).
* Completed Post Graduation from The Heritage Academy, Kolkata in Media Science (MSc. In Media Sciences).

**Specialization**: Public Relations and Advertising

I hereby declare that the above information is true to the best of my knowledge & belief.

**Date:** 21.08.2018 Mousubha Bhattacharya