

Resume



Tanu Sharma

Address:

Shivpuri, Rampur Maniharan

Saharanpur, U.P

Mobile: 8930504962

Email: tanusharma683@gmail.com

Career Objective:-

To obtain a challenging and competent position in your esteemed organization where I can utilize my strong Analytical, Hard labor, Managerial Skills and Problem-solving attitude which essential for organizational growth.

Summary:-

- P.G Diploma in Journalism & Mass Communication
- B.Sc Multimedia & Animation
- Diploma in Web Designing
- Proven training ability.
- Highly organized and efficient.
- Extremely capable manager and leader.
- Proficient in all phases of organizing and coordinating projects, meeting deadlines and meeting budgets.

Professional Skills (Software & Research)

- Designing Software :Adobe Photoshop, Coral Draw, PageMaker
- Website Designing : HTML, Dreamweaver, ASP.Net
- Video Editing: Adobe Premier Pro, Final Cut Pro, Adobe After Effect
- Audio Editing: Neondo 4, Sound Forge
- M.S Office: Word, Excel, Power Point, Publisher, Access
- Good Knowledge of Internet
- Digital Marketing
- Advertisement Jingle Scripting, Recording & Packaging Event planning, budgeting & management

Professional Skills (Admin & PR)

- Event Organizing & Anchoring
- Project Designing, Budgeting & Implementation
- Conducting Meetings & Presentations
- Clients Meetings
- Marketing & Advertising

Professional Experience:

- 3 month training experience in Chardhikala Time TV,Patiyala
- Worked as editor in Childline & Utthan welfare Society
- Working as Marketing Head in Sanjha Radio 90.8 fm (August 2012 to present)
- Working as ADRR ZONE 3 in Rotaract District 3080.
- Running my own part time business in Web Designing & Digital Marketing
- Working as Counselor In “Targeted Interventional Project” in association with ALL INDIA SAMAJ SEWA KENDRA,AMBALA ,A project Of Haryana AIDS Control Society.
- Working as volunteer in “Project Akshaya” by Mamta.

Personal Strengths:-

- Highly persistent and determined
- Creative, leading, and good interpersonal and soft skills. Maintain a positive attitude.
- Ability to work with a team and individually. Ability to manage the team.
- Ability to handle multiple tasks in one time.

Trainings & Workshops Undergone:-

- 3 month training in Chardhikala Time TV,Patiyala
- Attended Six days workshop of Documentary Film Making from Punjabi University,Patiyala
- Attended seven days workshop of Animation & Graphics from Kruksheeta University.
- Attended three days special workshop “Capacity Building Of Community Radios “by CRFC
- Attended two days theater workshop organized by Department of theater & Television, Punjab University,Patiyala
- Attended 3 days National Media festival held at jalandhar.
- Attended ROTASIA,International Rotaract Meet held at Mysooru,Rotary International District 3180
- Attended 15 days workshop of Content Writing
- Attended five days workshop organized by “Humsafar Trust”for the Capacity Building of “ Targeted Intervention Project,Haryana AIDS Control Society”

Achievements & Awards

- University Topper In B.Sc Multimedia Examination at Kruksashtra University,Kurukshetra.
- University Second Topper In P.G Diploma in Journalism & Mass Communication Examination at Kruksashtra University,Kurukshetra.
- Commended in Inter Zonal Youth Festival for the Project Of E-Commerce.
- Represented India for Miss.Rotasia and awarded as Runner Up held at Mysooru,Rotary International District 3180.
- Commended for the documentary based on Human Psychology titled as “Jo Baoge So Paoge”
- Commended for the project “Meri Abhilasha” based on Animation & Graphics.
- “Best Leader Award “in rotary youth leadership Award.
- Commended for the project “Future of E-Commerce in India” based on digitalization.
- Best Radio Jockey for the “Project Aksahya”- A series of Program on Radio based on Tuberculosis.

Awarded by Many Organizations As Motivational Speaker & Trainer.

About Me:-

Father's name	Mr.Deep Raj Sharma
Date of birth	10-08-1994
Sex	female
Marital Status	Single
Languages	English/Hindi/Panjabi/Haryanvi
Permanent Address	Shivpuri,Rampur Maniharan ,Saharanpur,U.P

(Tanu Sharma)