

SURABHI KUMAR

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Seeking an employment in a dynamic organization, which will provide me with an opportunity to apply and develop the required skills and leanings, in order to contribute towards the growth of the organization and also to carve my own niche in the field of my interest.

Work Experience:

1. *Envolta Corporation Inc. - (12th June 2017- 9th December 2017)- Admin & Operations Executive. Key Responsibilities*

- To communicate with and also source for vendors and suppliers, order office stationery and pantry supplies, book training room, organize events, and other administrative duties like, scheduling appointments and coordinating meetings.
- Preparation of Documentations, like Agreement paper between the client and the company, or offer letters, Certificates, Contract papers, after consulting the legal team.
- Manage company's emails and phone calls. Providing coordination and logistic support for training.

Internships:

1. *Genesis BCW (18th February 2020 -17th April 2020) PR Intern*

- Tracking and connecting to the client for Brands like Diageo, Maybelline, Lakme, and etc.
- Writing Press Release and Press Note
- Media pitch and Media engage.

2. *DNA Networks Pvt Ltd. (27th March 2017-17th May 2017) "IPL Fan park" Event Coordinator. (45 Days) : Key Responsibilities*

- Made the presentation for the IPL Fan Park in Gurugram that helped to plan the event.
- Handled the source for vendors and suppliers, like tent, display, banners, supplies etc.
- Maintain the guest list and media partners who were invited for the event.

3. *E24 (2nd January 2017- 6th February 2017) Editor (1 Months):Key Responsibilities*

- Gather all the news from news channel sources.
- Select the latest and important news from entertainment sector as per the trending news going on the channel.
- To cut the important bytes from the raw footage with the help of "Final Cut Pro".
- To make sure all the programs reach to the show head on time.
- Made music show depending upon the trending music, like in afternoon the Old melody and in evening Bollywood trends.

4. *News24 (4th January 2016-6th February 2016) Guest Coordinator & Event Coordinator (1 Month): Key Responsibilities*

- Guest coordinator for World cup organized by News24.
- Maintained guest list and keeping track for their arrival or departure. Made stay and pick-up or drop facilities arrangements for Guests.

5. *Khelkit (14th July 2015-14th September 2015) Content writer and Marketing (2 Months):Key Responsibilities*

- Wrote training books in Badminton, Cricket, and Wrestling for coaches.
- Kept track of SEO and trafficking of the website in social media and other platforms.
- Coordinated with other students who were getting likes and other click for website. Maintained the records and calls of the company.

Education:

- **2018 MA in Public Relations**- Department of Communication and Journalism, University of Mumbai. (Currently pursuing)
- **2017-2018 Diploma in Digital Marketing (6 Months)**- MICA UpGrad (65%)
- **2014-2017 Bachelor of Arts in Journalism and Mass Communication-ISOMES (International School of Media and Entertainment Studies)** Sector 16A Film City Noida (82%)
- **2014 ISC**-St Stephens School, Dum Dum, Kolkata. (60%)
- **2012 ICSC**- St Stephens School, Dum Dum Kolkata. (71%)

Achievements:

- Received award for Dance from Mr. Rajeev Shukla (IPLChairman) during media Fest at ISOMES.
- Won few awards in dance.

Hobbies:

- Indo-western Dance
- Reading Fiction/Non-fiction books
- Amateur Still Photography
- Travelling.

Personal Details:

- Date of Birth: 4th November 1994
- Permanent address- West Bengal
- Correspondent Address- Mumbai
- Language Known: English, Hindi, Bengali and Marathi.

Date :-

Signature :-