



SAPTARNI GOON

SUB-EDITOR

SUB-EDITING SUMMARY

I am a sub-editor seeking a full-time position in a dynamic company. I want to actively to the success and expansion of an organization and at the same time grow both personally and professionally by continuously increasing my skills.

SKILL SET & EXPERTISE

- Microsoft Office
- Quark Express
- Indesign

LANGUAGES

- English
- Bengali
- Hindi

CONTACT INFORMATION:

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Lane-11, Birati, Kolkata-700051

CAREER HISTORY

Sub-Editor

NDTV

October-2019-June 2020

Junior Content Manager

TIMES INTERNET (BAAZINOW)
SEPTEMBER 2018 **July 2019**

- Make questions for their live gaming app

- Research on various topics for making those questions
- Translating them into Hindi

Content Writer

INDIAN SOCIAL INSTITUTE FEBRUARY
2017-APRIL 2017

- Wrote content for their websites
- Writing creative articles for their ground reports

Content Writer Intern

INDO GLOBAL SOCIAL SERVICE
SOCIETY January 2016-December
2016

- Wrote content for their websites -
- Writing creative articles for their ground reports

ACADEMIC BACKGROUND

Indian Institute of Mass Communication

Post Graduation in English Journalism

Calcutta University

BA Honours in History

The Central Modern School Science and Humanities

Creative Content Specialist

SKILLIZEN INDIA LEARNING SOLUTION
MAY 2018-SEPTEMBER 2018

- Create news content for their website newsworm
- Cover different beats eg-national international etc

Content Writer Intern

NEWSGRAM JANUARY 2017(1 MONTH)

- Create news content for their website newsworm
- Cover different beats eg-national international etc

Reporter

INDIAN FILM FESTIVAL BHUBANESWAR

- Create news content for their website newsworm
- Cover different beats eg-national international etc

Jamia Millia Islamia

Masters in History

St.Stephen's School

Humanities