

# Anoushka Sharma

New Delhi, Delhi

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## Objective

Seeking a position as a Public Relation officer or as content writer. I want to work for an organisation which provides me opportunity to improve and work upon my skills and knowledge to growth, along with organisation objective. Ability to work in pressure situations and can work as individual or in group.

#readytowork

## Work Experience

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### **PR and social media**

Sharp ngo - New Delhi, Delhi

March 2019 to Present

I handle PR and social media along with some administration work.

I was a part of various social media campaigns (CSR campaigns).

### **PRO**

Seasons furnishings - New Delhi, Delhi

August 2018 to January 2019

### **Public Relations Manager**

NetWork 15 - New Delhi, Delhi

July 2018 to August 2018

Handling all paper work of office.

Fixing appointments with clients.

Meeting them and signing deals with them.

Managing meetings and handling social media and emails for interaction.

Handling and dealing customers.

Worked with many restaurants and cafe as they were our clients.

## Education

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### **BA (J&MC) in Journalism and mass communication public relations**

Amity University - New Delhi, Delhi

## Skills / IT Skills

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- Public Relations
- Management

- Social Media Marketing
- Microsoft office (7 years)
- Content writing (2 years)
- Google Analytics (2 years)
- IEC material (1 year)

## Online Profile

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<http://charismaforever.wordpress.com/>

## Certifications and Licenses

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### **Digital marketing**

May 2018 to June 2018

Making blogs  
writing for websites  
generating content  
using SEO tools

## Additional Information

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Good communication skills.  
Can do multi tasking  
Techno savvy  
Content writer