CURRICULAM VITAE

**SAPNA JHA**

**Address: 141 G-5 BLOCK-B, VINAY NAGAR,**

**AGVAN PUR, FARIDABAD, HR-121003**

**Contact No: 9599624562**

Email-journalistsapna@gmail.com

**CAREER OBJECTIVES:**

To gain a positive foothold and enhance my professional skills to the best of my abilities in a reputed goal oriented organization.

**WORK EXPERIENCE:**

* Currently working with **“Viral Shots Times Internet Group”** as a associate content writer hindi.
* Sub- editor at multilingual Hindusthan Samachar News Agency (Nov 2013 To July 2015)

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| **PROFESSIONAL QUALIFICATIONS:** | | | |
| **Degree/Diploma** | **College/ Institute** | **Division/Grade** | **Year** |
| **Master** | **“Master in Mass Communication”** from Guru Jambheshwar University,Hisar. | Ist | 2012-14 |
| **Graduation** | “**Bachelor of Journalism & Mass Communication**”from Delhi University | IInd | 2009-12 |
| * **Hindi** typing at my present speed **40 WPM**. | | | |
| * **English** Typing at My Present Speed **55 WPM**. | | | |

**EXPERIENCE OF DESK WORK:**

* Web news editing & writing
* English to Hindi translation
* Web news editing & writing.
* Good Typing speed in Hindi as well as English.
* Knowledge of reporting
* Search and Write Unique **W.T.F.** content with various site
* Search Top Trends and Update the Site

**EDUCATIONAL QUALIFICATIONS:**

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| **Class** | **School** | **Board** | **Division** | **Year** |
| **10th** | S.K.V. No-2, Palam Village, New Delhi | CBSE | IInd | **2007** |
| **12th** | S.K.V. No-2, Palam Village, New Delhi | CBSE | Ist | **2009** |

**QUALITIES:**

* Good Communication Skills
* Ability to learn quickly
* Confident
* Courageous
* Punctual

**PERSONAL DETAILS:**

Date of Birth : 05 July 1992

Sex : Female

Marital Status : married

Father’s name : Shri Akhliesh Kumar Jha

Nationality : Indian

Language Known : Hindi, Maithili, English & Bhojpuri.

Hobbies : Reading Books, Novel & News Paper, Listening Music

Playing, Games

**DECLARATION:**

I hereby declare that all the entries are correct to the best of my knowledge and belief. If chance is given to me, I assure you that, I will prove myself as an asset to your organization.

Date:………

Place: Delhi **Sapna Jha**