**CAREER ASPIRATION**

**SAPNA RAI**

Mobile: +919711177695

E-Mail:rai.sapna19@gmail.com

**PROFESSIONAL SYNOPSIS**

* Post graduate in Mass Communication from Jagannath Institute of Management Sciences with the zeal to make a winning career
* Possess 11 months of experience in the field of Fashion Consultancy
* Holds the credit of attending internship at India News, in Haryana Output Department in Govind Puri
* Successfully executed academic project titled – Assistant Producer
* Flair for taking initiatives and proficiency at grasping new concepts quickly
* Endowed with a passion for winning as evinced through excellence in the academic and extracurricular areas
* A creative individual with strong presentation skills and problem solving abilities

**EDUCATIONAL CREDENTIALS**

* MMC (Masters in Mass Communication) from Jagannath Institute of Management Sciences at Rohini
* Diploma from Jagannatha Institute of Management Sciences, Rohini, Guru Jambheshwar University, Hisar in 2013 with 62%
* XII from Manav Rachna Vivekanandan Model Public Schoolm Tilak Nager, C.B.S.E. Board in 2010 with 65%
* X from manav rachna vivekanandan model public school tilak nager, C.B.S.E. Board in 2008 with 50%

**COMPUTER PROFICIENCY**

* MS Office
* Internet Applications
* Good Typewriting speed

**PERSONAL DOSSIER**

DOB: 19th December, 1992

Address: WZ-14, Plot No. 50 A, Vishnu Park, New Delhi – 110018

Languages: Hindi and English

Seeking a position to utilize my current skills and abilities and that offers personal and professional growth with new challenges and opportunities being resourceful, innovative and flexible.

**INTERNSHIP**

Organization: India News, Govind Puri

Period: 28 March 2014 – 27 June 2014

Topic: Haryana Output Department

Role: Assistant Producer

Key Learning’s: Hard Work, Discipline, Passion

**CAREER CONTOUR**

**Worked at Van Heusen as Fashion Consultant from May’13 – Mar’14**

**Worked at News Stock as PR Manager for 4 months**

**Currently working with Brands Academy as a Media & PR Executive from 7th September 2015**

**Current work profile**

Working with Brands Academy as Media & PR Executive

**Job Responsibilities**

* Thorough research on industry related topics
* Finalize the politicians and celebrities for an event
* Responsible for managing celebrities and politicians at an event
* Building good relations with clients and event guests
* Maintaining relations with media
* Determining exact methods to improve goodwill
* Collection of facts & figures of prevailing market
* Get support from various government bodies for event properties
* Multitasking as per the requirement in organization

**ACADEMIC PROJECTS**

Organization: JIMS

Period: 2010 – 2013

Topic: Fashion Show

Role: Co-ordinator

Key Learning’s: Manage the team work with the team

**EXTRACURRICULAR ACTIVITIES**

* Actively took part in:
  + NDTV Show - 2010
  + Dance Show held at college during 2010-2012
* Served as a event coordinator at college level
* Actively involved in making short film (television), a newspaper and magazine (print)

**DECLARATION:**

I do hereby that the statement mentioned above are true and correct to the best of my knowledge and belief.

Date:

Place: New Delhi