**RESUME**

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| **PHOTO** |

**GAURAV DIWAKAR**

[GAURAVDIWAKAR2@gmail.com](mailto:GAURAVDIWAKAR2@gmail.com)

Mob. +91-9899760016

**Personal Details:**

**Fathers Name: MR. GENDHAN LAL**

**Date of Birth:**  10TH OCTOBER 1992

**Contact Address:** KH . NO .417 & 418 STREET NO. 9 CHANDAN PARK

SAROOP NAGAR CITY, DELHI- 110042 ,

LANDMARK NR PARK

**Marital Status:** Single

**Nationality:** Indian

**Language Known:** Hindi, English

**Academic Qualification:**

* 10th passed in 2011
* 12th passed in 2014 ( Science Stream with Math )
* Graduate ( Bachelor Journalism & Mass Communication )

**Soft Skills**

**Ability to work efficiently in a team achieves a goal.**

**Honest, trustworthy and helping attitude.**

***Career Objective:***

My **Aim** is to become an accomplished professionalism where my talent can be best utilize & want constant value addition in terms of knowledge & expertise, to maximize my own potential.

**Computer Knowledge:**

* **QUARK EXPREES**
* **PAGEMAKER**
* **INDESGIN**
* **CORALDROW**
* **INTERNET.**
* **HTML / CSS {use for website layout }**
* **Premier pro { use for video }**

**Interests:**

* **Communication with people and Travel at different places**
* **Research**

**Personal Attributes:**

Analytical and innovative approach to work, Dedicated to profession, good communication skills, willing to learn and derive new working skills and device

**Work Experience:**

1. **Two Month intern in Green TV (Electronic Media )**
2. **Two Month intern in DELHI AB TAK (Print Media )**

* News writing
* Article writing

1. **Event coordinator organize by college ( Spandan )**
2. **Reporter ( Metro Newz** **Electronic Media** )

* news cover releted to all event as
* Film event
* Political event
* Fashion event
* Writing voice over and editing also on video

1. **Wordpress Developing {basic knowledge}**

* Theme changing
* Theme editing etc.

1. **SEO Executive (at Web solution )**

* Web 2.0
* Social bookmarking
* Link buildinge
* Image Sharing
* Video Sharing
* PPT Sharing
* Social Sharing
* Key word Ranking checking
* Key word Ranking Update
* Citation ({or increasing ranking in Local area }
* Forum Posting {to get contact details of client }

**Apply for-**

**GAURAV DIWAKAR DATE :**