Muskan Makhija

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E-2220, Palam Vihar,  
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**Statement of Purpose**

To render my best services through hard work and perseverance for organization and personal growth

**Professional Qualifications**

1. Degree : PG (Advertising & PR)

Institute: Mudra Institute of Communication, Ahmedabad (MICA)

1. Degree : BJMC  
   Institute: Jagannath International Management School, Vasant Kunj  
   University: Guru Gobind Singh Indraprastha University
2. Diploma : Direction, Scriptwriting & Acting  
   Institute : RK Films & Media Academy, New Delhi

**Technical Qualifications**

MS Office, Quarkxpress, Adobe Photoshop, Adobe Pagemaker, Corel Draw, Adobe Illustrator, Adobe Premiere Pro, Videopad

**Academic Qualifications**

**12th Class CBSE:** Passed in 2010 from Mount Carmel School, Anand Niketan, New Delhi, in Commerce with Mathematics.

**10TH Class CBSE:** Passed in 2008 from Mount Carmel School, Anand Niketan, New Delhi.

**Certificates**

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| S.No | Area | Position |
| 1. | Academics | Securing highest marks in Computer Lab-1 in 1st semester  Securing highest marks in Computer Lab-2 in 2nd semester |
| 2. | Creative Writing | 1st position in Zest & Dandiya 2012 (Annual Cultural Festival)  2nd position in Expression’s Fiesta 2012  2nd position in Prism & Film Festival 20122 (Annual Media Fest) |
| 3. | Quiz | 1st position in Expression’s Fiesta 2012  3rd position in All-Asia Bournvita Quiz Contest 2001 |
| 4. | Ad-Mad | 2nd position in Expression’s Fiesta 2012  2nd position in Expression’s Fiesta 2013 |
| 5. | Dance | Beginner’s level in Shiamak’s Summer Funk  Elementary level in Shiamak’s Summer Funk |
| 6. | Slogan Writing | 1st position in Expression’s Fiesta 2013 |

**Work Experience**

* Working as an Account Executive in Brand Bazooka Advertising, Gurgaon
* Worked as a trainee creative in copywriting in Lowe Lintas & Partners, Gurgaon
* Worked as an intern in Hindustan Times in the online department and editorial department
* Worked as an intern in Radio Dwarka for 3 months and did reporting, content writing, recordings in studio
* Worked as a 2rd Assistant director in upcoming movie “Dream date” and handled all the pre-production work
* Worked as a 2nd Assistant director (particularly handled costumes) in an upcoming movie “Ho jaane de”
* Worked as an AD in the promo shoot of a serial ‘Kanhayilal’ of Sony Sab TV
* Worked as a costume AD in the serial ‘Tujhse Naraaz nahin zindagi’ on & TV by Freemantle media

**Key skills and attributes**

* Creative and imaginative bent of mind.
* Good writing skills with a good fluency in English.
* Good communication skills with an ability to absorb the attention of viewers.
* Analytical approach
* Hard working, enthusiastic and sincere towards my work
* Follows high standard of personal and work ethics
* Can work beyond normal working hours

**Achievements**

* Went to Singapore from school in an exchange program
* Held the position of a class Representative (CR) in college for one semester
* Written scripts for Community Radio and Television programs of our college
* Made short and fiction films for the college assignments
* Anchored the annual cultural event of JIMS- “Zest & Dandiya 2012”
* Designed magazine, brochure, newspapers, advertisements, etc as part of the college assignments
* Acted in short films as a part of college assignment and portfolio
* Selected in the top 25 candidates for “Miss Northern India 2013”

**Interests**

Acting, Dancing, Writing scripts/poems/articles, Swimming, Reading, Graphic designing

**Personal Details**

Date of Birth : 3rdapril, 1992  
Gender : Female

Languages Known : English, Hindi  
Marital Status : Single

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Muskan Makhija) Date:

Signature Place :