Riya Chauhan

**Email** : **riyachauhan.chauhan7@gmail.com**

**Mobile** : **+919910518764**

# **OBJECTIVE**

A Keen desire to work with an organization where I could hone my skills & abilities and that offer professional growth while being resourceful, innovative & flexible.

Good in English both verbal and writing.

Good knowledge of computers.

# **Work EXPERIENCE:**

**Company : AYUR LIVING INDIA TELEVISION**

**Duration :** June 2010 – April 2011

**Designation :**  Assistant Producer

**Job Description :** Here my job was responsibilities were to look after a complete show name The Red Carpet were I took interviews of **Padambhushan** awardees celebs and make a episode on their journey till present.

**Company : STV UP News & STV Haryana News**

**Duration :** May 2011 – July 2012

**Designation :** Input Coordinator

**Job Description :** Roles and responsibilities

* Shift In-charge.
* Make roster of Input department.

**Company : Cosmic Structures Limited.**

**Duration**  **:** 15th Oct 2014 – 30th Jan 2015.

**Designation : Sales Coordinator**

**Job Description :** My role was tocoordinate the Sales Team and assisting

work related to administration. EA to Director (Pcp)

**Company : View My Show/Intercentive Tech. Pvt ltd.**

**Duration**  **:** 25th March 2015 - 28th June 2015

**Designation : Coordinator & Website Coordinator**

**Job Description :** My role was tocoordinate the CEO in meeting line ups and to coordinate his paper work.

# **ACADEMIC QUALIFICATION:**

One year Diploma in Journalism from **SOUTH DELHI POLYTECHNIC FOR WOMEN** in 2009-2011

**12th and 10th - CBSE**

# **PERSONAL INFORMATION:**

Date Of Birth : 29-12-1989

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Punjabi

Current Address : H – 23 Ground Floor, Vikaspuri,

New Delhi -110018.

**Date -**

**Place -**

(Riya Chauhan)