

BINDU KUMARI

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Seeking a challenging environment that provides opportunities for continues learning and development and allows me to utilise my skills and creativity.



bindu25march068@gmail.com

9155840096

Gaya,823003, India

EDUCATION

Masters in Journalism and Mass Communication

Chandigarh Unviersity

Chandigarh

Courses

- Thesis- Media and Women: The Effects of Gendered Media Representations

Bachelor of Arts

Magadh University,Bihar

06/2016 - 08/2019

64%

Courses

- History Honors

Intermediate Of Arts

Mirza Ghalib College,Gaya

06/2014 - 07/2016

62%

Matriculation

Al-momin International School,Bishunpura

05/2014

9.8

WORK EXPERIENCE

Journalist (Intern)

The Aware National

09/2021 - 11/2021

It brings awareness to community by providing accurate, authentic and reliable information.

Achievements/Tasks

- I have impressed them with my devotion, regularity, and honesty towards our website during the internship as a Journalist.

Contact : Jaskirat Singh Johar - theawarenational@gmail.com

Social Media Marketing

Taxkamkar Advisors & Consultants Private Limited

06/2021 - 07/2021

Bihar

Taxkamkar provides financial services. There specialties are-Tax Planning, Financial Advisory, Legal Advice, Income Tax Filing .

Achievements/Tasks

- Scheduling posts for social media platforms.
- Checking captions and taglines for engaging a variety of audiences.
- Managing and coordinating various activities across social media platforms.

HR Internship

INA Internet Group

12/2021 - 05/2022

Achievements/Tasks

- On board new candidates
- Outsourcing of students as per requirements
- Create JD and post vacancies

Contact : care@inainternetgroup.com - 8582828863

SKILLS

MS Office, Excel, Word, PowerPoint

Audacity

Creative Writing

Canva

Photoshop

Knowledge of Internet

CRM- Task Flow

On Boarding

Outsourcing on naukri

INTERPERSONAL SKILLS

. Strong analytical skills.

. Good interpersonal skills

. Self-motivated, leadership skills & Patient listener

. Teamwork

. Excellent problem-solving skills.

. Customer Service Skills

CERTIFICATES

The Fundamentals Of Digital Marketing- Google Digital Garage (04/2021 - 05/2021)

Learn all the aspects of Digital Marketing including SEM,SEO,SMO .

Journalism In The Digital Age (07/2021 - 07/2021)

The course provides information on the varying web tools and practices used by journalists online.

ORGANIZATIONS

Navprayas - A Group of Innovative Thoughts

(2017-Present)

Active member

VRIKSH BE THE CHANGE (2019-Present)

Active member

PERSONAL DETAILS

Language- English, Hindi

Full Professional Proficiency

INTERESTS

Reading

Writing

Surfing Internet