

CURRICULAM VITAE

Kishori Mishra

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OBJECTIVE

To get a challenging position where I can express my ideas and thinking with free mind and full liberty and can use my experience of journalism.

EMPLOYMENT

Present Company : Jagran New Media (Onlymyhealth.com)

Current Designation : Sub Editor [Oct 2020 to Till]

Roles and Responsibilities :

- Generating ideas for new content types and proofreading articles before publication.
 - Proofread and edit blog posts before publication
 - Excellent Health News Writing & Editing Skills in Hindi
 - Submit work to editors for input and approval
 - Coordinate with marketing and design teams
 - Conduct keyword research and use SEO guidelines to increase web traffic
 - Promote content and News Stories on social media Platform
 - Proven work experience as a Content Writer, Copywriter or similar role
 - Hands-on experience with Content Management Systems (e.g. WordPress, CMS)
 - Update website content as needed
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Previous Company : Zee News (thehealthsite.com)

Current Designation : Sub Editor [Mar 2020 to Oct 2020]

Roles and Responsibilities :

- Generating ideas for new content types and proofreading articles before publication.
- Proofread and edit blog posts before publication
- Excellent Health News Writing & Editing Skills in Hindi
- Submit work to editors for input and approval
- Coordinate with marketing and design teams

- Conduct keyword research and use SEO guidelines to increase web traffic
- Promote content and News Stories on social media Platform
- Proven work experience as a Content Writer, Copywriter or similar role
- Hands-on experience with Content Management Systems (e.g. WordPress, CMS)
- Update website content as needed

Previous Company : SHEROES

Current Designation : Content Writer & Community Moderator [Sep 2019 to March 2020]

Roles and Responsibilities :

- Generating ideas based on what users want and executing them seamlessly.
 - Content Creation
 - Spam Control
 - Community Chats
 - Co-ordination with Community Team Members
 - Aim at getting 100- 150 posts in each community daily.
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Previous Company : Patrika Group (Catch News)

Current Designation : Content Writer [Feb 2019 to Sep 2019]

Roles and Responsibilities :

- Generating ideas for new content types and proofreading articles before publication.
 - Proofread and edit blog posts before publication
 - Writing News Articles
 - Submit work to editors for input and approval
 - Conduct keyword research and use SEO guidelines to increase web traffic
 - Promote content and News Stories on social media Platform
 - Proven work experience as a Content Writer, Copywriter or similar role
 - Excellent writing and editing skills in Hindi
 - Hands-on experience with Content Management Systems (e.g. WordPress, CMS)
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Previous Company : Hindusthan Samachar

Designation : Sub-Editor [Sep 2016 to Jan 2019]

Roles and Responsibilities :

- Responsible for checking written text of newspapers before it is published.
 - Responsible for ensuring the correct grammar, spelling, house style and tone of the published work
 - Produced content to make sure that the copy is factually correct and that it suits the target market.
 - Responsible for writing search engine optimized content for websites under deadline.
 - Provide news stories as needed.
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Internship Company : Navbharat Times

Internship [Oct 2015 to June 2016]

Key Projects & Roles :

- Reporting
 - Editing
 - Worked on CMS
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Attended Workshop

- Won 3rd position in debate competition on Freedom of Expression.
 - Participated in school/ college seminars and workshops & cultural programs.
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Personality Traits

- Ability to work independently
- Quick Learner
- Hard worker
- Confident
- Proficient in handling the pressure.

TECHNICAL SKILLS

- Operating System : Dos, Windows 98, 2000, XP., Windows 7
- Search Engine : Google, Yahoo, Bing
- Web : E-mail, Internet Explorer, Firefox, Google Chrome
- Productivity : Microsoft Word, PowerPoint, Excel

EDUCATION

Post Graduation Diploma (Journalism)

Bhartiya Vidya Bhawan
Completed : 2016

Bachelor of Arts
Jiwaji University
Completed : 2013

Intermediate
Vishwa Bharti Higher Secondary School, Gwalior
Completed : 2010

Matriculation
MLB Girls School, Gwalior
Completed : 2008

PERSONAL DETAILS

Father's Name : Mr. Lalan Mishra
Mother's Name : Mrs. Sunita Mishra
Date of Birth : 5th Jan, 1993
Permanent Address : B - 400, Kendriya Vihar, Sector - 51, Noida - 201301
Marital Status : Single
Gender : Female
Religion : Hindu
Nationality : Indian
Language Known : English, Hindi, Maithili
Alternate Contact No. : +919667938330

HOBBIES & INTERESTS

- Listening to Music
 - Internet Surfing
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DECLARATIONS

I hereby declare that all details furnished in this curriculum vitae are true and correct to the best of my knowledge and belief.

Kishori Mishra

Signature

Date:

Place: