

## ANITA KHAN

Address : Thakur Pukur Das Para Road Kolkata-700063

Mob : + 91 xxxx xxx xx; + 91 xxxx xxx xxx

Email : xxxxx00khan@gmail.com

### Personal Details:

Date of Birth : Please provide

Gender : Female

Languages : English, Bengali and Hindi (please confirm)

Interest : Please provide



## Key Skills

- ⌘ Presentation skills, as well as written and oral communication skills
- ⌘ Accuracy, objectivity, balance and fairness in all assigned tasks
- ⌘ Empathetic; maintaining dignity in expression and sensitivity in reporting on critical issues
- ⌘ Proof Reading/Editing and Writing Skills
- ⌘ Leadership qualities with the ability to guide and mentor reporting Teams
- ⌘ Analytical Skills with the ability to think [out of the box]
- ⌘ Time Management Skills; astute at adhering to time and budget guidelines
- ⌘ Customer Service and Customer Relationships skills
- ⌘ Writing and developing promotional material

## Educational Qualifications:

Degree in Journalism & Mass Communication MMM YYYY - MMM 2012

Please provide name of the institute, Location

Please mention the Bachelors degree obtained MMM YYYY - MMM YYYY

Please mention name of the institute, Location