

CURRICULAM VITAE

NAME : ANITA KHAN

FATHER'S NAME : AMAR CHANDRA KHAN

ADDRESS : THAKUR PUKUR DAS PARA ROAD KOLKATA-700063

Email : [xxxxxxxkhan@gmail.com](mailto:xxxxxxxkhan@gmail.com)

PHONE NO : xxxxxxxxxx / xxxxxxxxxx

SEX : Female

RELIGION : Hindu

NATIONALITY : Indian

JOB EXPERIENCE : FRESHERS

ACADEMIC QUALIFICATION

NAME OF EXAM	YEAR	NAME OF BOARD/UNIVERSITY	PERCENTAGE(%)
MADHYAMIK	2007	W.B.S.E	50.75%
HIGHER SECONDARY	2009	W.B.C.H.S.E	57%
GRADUATION (HONS JOURNALISM & MASS COMMUNICATION)	2012	CU	43.75%

ANITA KHAN

Address: Thakur Pukur Das Para Road Kolkata-700063

Mob: + 91 xxxx xxx xxx; + 91 xxxx xxx xxx; Email: [xxxxx00khan@gmail.com](mailto:xxxxx00khan@gmail.com)

Advertising/ PR Executive

Currently seeking a challenging position as an Advertising/ PR Executive in a progressive organisation which will assist in utilising my skills and professional experience to the maximum

Career Profile

- Young, enterprising, hardworking and dedicated professional with a degree in Journalism and Mass Communications
- Skilled at pickup up new challenges and skills with easy and accuracy
- Endowed with a flair for creativity; innovative ideas and great sense of responsibility
- Possessing a keen eye for detail with good organisational and time management skills
- Skilled at compiling relevant information required for preparing news reports and other media related content
- Strong ability to generate content in a clear and precise manner
- Ability to work efficiently in fast-paced, high-pressured and evolving environments
- Superb communication skills with the ability to remain calm under pressure
- Possessing strong interpersonal skills with the ability to relate positively to individuals from diverse cultural backgrounds and hierarchies
- Goal oriented; skilled at capitalising on opportunities and working around obstacles with the aim to accomplish required objectives.

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 June 2009 – March 2012

Key Deliverables across Career Span:

- Skilled at developing relationships with sources to gain reliable and previously unreported information
- Conducting online research to generate effective content for various websites with an aim to write creative and unique content
- Writing press releases, blogs, mailers, brochures, video scripts, and website content
- Identifying, developing, and implementing new business opportunities.
- Developing commercial relationships with vendors, partners and other third parties.
- Participating in brainstorming sessions to provide ideas and concepts to the editorial slate
- Responsible for preparing detailed administrative reports for all written content
- Assessing the informational needs and dynamics of various projects; developing and understanding the technical considerations involved
- Liaising with a cross-departmental teams to maintain and develop a detailed record of all developed content

Professional Qualifications

Xxxxxx xxxxxxxxxxx xxxxxxxxxxx

ANITA KHAN

Mob: + 91 xxxx xxx xxx; + 91 xxxx xxx xxx; Email: [xxxxx00khan@gmail.com](mailto:xxxxx00khan@gmail.com)

Computer Skills:

Ms Office- Word Excel, PowerPoint

Personal Details:

Date of Birth : xx xxxx xx

Gender : Female

Languages : English, Bengali and Hindi

Interest : xxxxx xxxx xxxx

References Can Be Provided On Request

ANITA KHAN

Mob: + 91 xxxx xxx xxx; + 91 xxxx xxx xxx; Email: [xxxxx00khan@gmail.com](mailto:xxxxx00khan@gmail.com)