

AMAAN JAVED

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Current City – Bengaluru, Karnataka

Summary:

- Over 4 years of experience in media, and Internet.
- Adept at gathering data into a spreadsheet engaging marketing subjects in useful conversation and compiling market research data for consumer needs.
- Specialized in Content Editing, Content Writing, television journalism and Social Media Expert.
- Confident, hardworking and a go-getter with an abiding enthusiasm to gain further knowledge and develop new skills.
- A quick learner possessing effective management traits, leadership qualities and ability to motivate team members.
- Effective communicator with sound presentation and interpersonal abilities.

Professional Experience:

NewsDog

March 2018 – Present

Operations Specialist

Roles and Responsibilities:

- Handling whole Content operation. Lead Home Page of Hindi Content.
- Managing team of 40 people with Training, presentation and all documentation
- **Content Part** : Handling day to day operation including publishing strategy. Responsible for data performance. Also Responsible for operation of news feed and Video content. Working on Hot event or trending news, operate and blend it with user preferences. I'm also a part of Ideation Team.
- **WeMedia Part** : Responsible for Hindi Content Writers review. Managing all WeMedia Reviewers.
- **Data Part** : Responsible for all kind of Data Analysis to increase CTR, Average clicks, Penetration rate, Quality and User experience.
- **Technical Part** : Working with AI engineers to teach machine according to user behavior.

Digital Media (News WebPortal)

July 2015 – January 2018

Chief Sub-Editor

Roles and Responsibilities:

- Worked with Digital Media (News WebPortal) as Chief Sub Editor. Where my work profile includes all types of writing and Editing News stories.
- My main specialization is in Political, National and Entertainment content writing. Besides news articles, Social Media Platform is also taken care of from my end.
- Magazine, e-paper, contacts and voice over are the other varied areas wherein, I contribute my skills.
- Monitor trends in social media tools, applications, client meet, channels, design and strategy.

Roles and Responsibilities:

- Dainik Jagran was a StartUp of my professional career. I was nurtured with the content by this company. Writing content to captivate audience was a challenging but a fantastic task.
- Dainik Jagran provided me immense knowledge of writing and Editing news articles.
- The basic criteria is to engage the target audience through write ups without any deviation and provide them time-to-time info.
- Apart from Content, I was responsible of National Page.

ACADEMIC QUALIFICATION:

- High school from C.B.S.E. Board in 2008.
- Intermediate School from C.B.S.E. Board in 2010.
- Graduation (B.Com.) from C .S . J. M. University in 2013.
- Masters of Journalism and Mass Communication From C .S . J. M. University Kanpur in 2015.

Computer Skills/ Extracurricular Activities:

- One Year ‘O’ Level Course From UPTECH.
- Well versed in MS Office and Internet savvy.
- Spreadsheets, Documentation, Data Management .
- Actively participated in the Educational Workshop conducted by Hindustan Times.
- Actively participated in the Radio Workshop conducted by IIT Kanpur.

Key Skills:

- I am confident and can manage good interpersonal relationships.
- I have determination to learn new things.
- Logical Thinking, Optimist, Ambitious and Hard working.
- I am patient and have good Communication and Writing skills.
- Able to Work in Group & Achieve given goal, Time Punctuality.
- Conducted research to identify new opportunities for bringing out innovation in events.
- Discussed specific requirements and expectations concerning the event and with events.
- Carried out all the functions as per legal guidelines and regulations.
- Worked on determining a suitable layout and theme for the event as per client's specifications.
- Trained new and existing staff prior to the event so that all operations and duties were operated smoothly and as per client's guidelines.

PERSONAL DETAILS:

Name	:	AMAAN JAVED
Father's Name	:	Mr. Mohammad Javed
Date of Birth	:	14-04-1993
Nationality	:	Indian
Language Know	:	English, Hindi & Urdu
Marital Status	:	Unmarried
Sex	:	Male

“In the end I assure you that if I am given opportunities I will try my best to give you almost satisfaction with my hard work and good conduct hoping to receive an early favorable response”

Declaration:

I do hereby declare that the information furnished in this document is true and complete to the best of my knowledge and belief.

(AMAAN JAVED)