

**MRS.SAPNA**

Email Id: -

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Home country Address:

Chandigarh (U.T) India.

Mob: -+91-9780747409

Personal Details: -**Gender**

Female

Date of Birth:

12/11/1987

Nationality:

Indian

Marital Status:

MARRIED

Languages Known:

English, Hindi, Punjabi

Passport No:

N6500861

Place of issue

Chandigarh (U.T)

Date of Issue:

11/01/2016

Date of Expiry:

10/01/2026

CURRICULUM VITAE**CAREER OBJECTIVE**

To take up challenging assignment with a reputable organization by which I can contribute effectively for its progress and prosperity with my experience. I believe that it will also enable me to avail the opportunities to learn more and improve my proficiency whilst growing with the organization.

EXPERIENCE SUMMARY

- **2015 - 2017 :-** Worked as a **Assistant Administrative** in **Indian Political Action Committee (IPAC)** Chandigarh (UT) India.
Responsibilities:-
 - Branding parties through Social apps Operating Facebook, WhatsApp, Skype.
 - Handling Calling & sending mails in & out . Attending out side events. Daily report updating in excel sheets.

- **2012-2015 :-** Worked as a **Public Relation (PRO)** in **Divya Broadcasting Private Limited** Chandigarh (UT) India .
Responsibilities:-
 - Client Servicing Provider , co-ordinate with telephone.
 - Making Release orders , collecting Data from client ,Edit their slots from editors , on Air their slots on television.
 - Co-ordinate with Production Team, Technical Team, Server Team , Post Production Team.
 - Handling Official calls & mails.
 - Arranging meetings in every week for Marketing Team.
 - Making Trai Report weekly & yearly .
 - Attending official awards Programs, shoots, events in & out.
 - Arranging gifts for clients & office staff during festival season.

- **2010-2012 :-** Worked as a **Assistant Producer** in **Sada Music & Entertainment Channel** Chandigarh (UT) India.
Responsibilities:-
 - Making programs & news content
 - Shooting official adds, bites & documentary.
 - Attending phone calls & mails.
 - Arranging Meeting with clients.
 - Handling Client Servicing

ACADEMIC QUALIFICATION

- Master's in political science from Panjab University Chandigarh, India.
- 12th Higher secondary from board of School Education CBSE, Chandigarh, India.
- 10TH Secondary from board of School Education CBSE, Chandigarh, India.

ADDITIONAL QUALIFICATIONS

- (PGDMC) Post Graduate Diploma in Mass Communication from Panjab University Chandigarh, India.

COMPUTER SKILLS

- Good knowledge of MS-Office (Word, Excel, PowerPoint and Computer Basics).

SOFT SKILLS

- Confidence
- Quick learner
- Flexibility
- Handling pressure work
- Team work .

INTERESTS AND LEISURE ACTIVITIES

- Listening Music.
- Meeting new people and traveling.
- Internet surfing.

I declare that all the above-mentioned details are true and correct to the best of my knowledge.

If I get an opportunity in your esteemed organization, I will put on my highest efforts to achieve the desired result and prove my ability.

Thanking you,

Yours sincerely,

MRS.SAPNA

SIGNATURE: -

PLACE: Dubai (UAE)

