



**MRS.SAPNA**

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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.
- 12<sup>th</sup> Higher secondary from board of School Education CBSE, Chandigarh, India.
- 10<sup>TH</sup> 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 desire result and prove my ability.

**Thanking you,**

Yours sincerely,

**MRS.SAPNA**

**SIGNATURE: -**

**PLACE: Dubai (UAE)**

