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|  MANYA NAYAR

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| **Contact** |

 Address New Delhi, Delhi, 110035Phone 886 043 3039 E-mail Manyanayar9@gmail.comLinkedInhttps://www.linkedin.com/in/manya-nayar-26a986166/

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| **Skills** |

 Adobe Photoshop, CorelDraw, and Adobe InDesignFrench content creatorAbility to work under pressureGood communication skillsTime managementSelf-motivatedCreative writingLeadership QualitiesCan create SEO oriented contentAdobe Photoshop Good communication skills Creative writing Writer Articulate communicationsUnique content creationBrand messagingEditing and reviewCommunicationsMS OfficeMarketing and advertising strategiesTeam contributionArticulate communications

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| **Languages** |

 HindiEnglishFrench |  Multi-talented content strategist, consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and productivity.

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| **Work History** |

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|   | 2019-04 - 2020-05 |   | **Content Writer Intern***ENGAGINBIZ PVT. LTD, Make My Business Online, MMBO, Dailyaddaa.com, New Delhi, Delhi** Produced original, creative content for promotional advertisements and marketing materials.
* Customized brand message to reach and capture target audience interest and drive engagement.
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|   | 2019-07 - 2019-09 |   | **Content Writer***MMBO.com, New Delhi, Delhi** Managed competing deadlines with efficiency.
* Completed thorough research into assigned topics.
* Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
* Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
* Presented clients with unique copy options based on overall marketing objectives.
* Produced original, creative content for promotional advertisements and marketing materials.
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|   | 2020-03 - 2020-04 |   | **Content Writer***White Canvas Pvt. Ltd, New Delhi, Delhi** Managed competing deadlines with efficiency.
* Completed thorough research into assigned topics.
* Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
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|   | 2020-01 - 2020-03 |   | **Journalist***Dailyaddaa, New Delhi, Delhi** Applied understanding of public opinion, social media and traditional media use to create engaging and attention-grabbing stories.
* Followed through on beat sources, contacts and leads to gather information for stories.
* Evaluated and followed up on news leads and news tips to develop story ideas.
* Wrote, edited and produced stories for multiple platforms, including Internet and digital channels.
* Wrote pieces and news stories for online publication, coordinating images and layout to deliver proper presentation.
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|   | 2020-01 - 2020-03 |   | **Anchor***Dailyaddaa, New Delhi, Delhi** Fact-checked breaking news headlines by performing background research, contacting experts or witnesses and conferring with lawyers to comply with legal boundaries for sensitive stories.
* Anchored a show called weekendadaa , which is now streaming youtube
* Planned and conducted research and pitched long-form stories to promote investigative news topics.
* Disseminated news content through social media for better engagement with audiences and faster reporting.
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|   | 2020-06 - Current |   | **Content Specialist***Stanza Living, New Delhi, Delhi** Completed accurate and polished formatting in line with publishing standards prior to submission.
* Consulted with editors to shape story and eliminate any errors.
* Maintained current understanding of industry and genre trends, enhancing writing and marketing success.
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|   | 2020-06 - Current |   | **Content Specialist***Mindler, New Delhi, Delhi** Completed accurate and polished formatting in line with publishing standards prior to submission.
* Prepared and submitted professional proposals to select publishers to outline works, promotional skills and literary experience.
* Consulted with editors to shape story and eliminate any errors.
* Maintained current understanding of industry and genre trends, enhancing writing and marketing success.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
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| **Education** |

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|   |  |   | **Completed class 12th from N.C Jindal Public School, Punjabi Bagh , New Delhi**  |

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|   | 2018-08 - Current |   | **Bachelors of Arts(Journalism And Mass Communicatio: Journalism and Mass Communication***IP University -* New Delhi* Certified (level A1) from Alliance Francaise De Delhi
* Scores in college Semester1: 80% Semester 2: 81
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