|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MANYA NAYAR     |  | | --- | | **Contact** |     Address  New Delhi, Delhi, 110035  Phone  886 043 3039  E-mail  Manyanayar9@gmail.com  LinkedIn  https://www.linkedin.com/in/manya-nayar-26a986166/     |  | | --- | | **Skills** |     Adobe Photoshop, CorelDraw, and Adobe    InDesign    French content creator    Ability to work under pressure    Good communication skills    Time management    Self-motivated    Creative writing    Leadership Qualities    Can create SEO oriented content    Adobe Photoshop    Good communication skills    Creative writing    Writer    Articulate communications    Unique content creation    Brand messaging    Editing and review    Communications    MS Office    Marketing and advertising strategies    Team contribution    Articulate communications       |  | | --- | | **Languages** |     Hindi    English    French | 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.     |  | | --- | | **Work History** |      |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |  |  |  |  |  | | --- | --- | --- | --- | |  | 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. |      |  | | --- | | **Education** |      |  |  |  |  | | --- | --- | --- | --- | |  |  |  | **Completed class 12th from N.C Jindal Public School, Punjabi Bagh , New Delhi** |  |  |  |  |  | | --- | --- | --- | --- | |  | 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 | |

.