**RESUME**

**PERSONAL DETAILS**

* NAME : PRIYANKA BAJAJ
* PHONE NO : 91-9873765327
* ADDRESS : House no. 114, Block 25, Second

Floor, Shakti Nagar, Delhi - 110007

* EMAIL ID : pri\_b@ymail.com
* DATE OF BIRTH : 6TH MARCH,1990

**CAREER OBJECTIVE**

To obtain the position of Content Writer or Editor in well known Media Industry which will provide me with an opportunity to apply my knowledge and help me in my growth and development.

**PROFESSIONAL EXPERIENCE**

1. **Wet and Dry Personal Care, Delhi**

Nov, 2019 – present

Worked as a Content Writer and prepared blogs, magazine articles, product listings, creative and website content for medical products of the company. Effectively managed order inventories and emails related to the sale of products on various online portals.

1. **INTERNSHIP IN HINDUSTAN TIMES**

July, 2017 – August, 2017

Interned as a Lifestyle Content Writer, wrote various articles for the newspaper, completed Reporting Assignments and compiled several data.

1. **SANSKAR BHARTI SCHOOL (VI,VII,VIII,IX,X)**

October, 2013 - December, 2015.

Worked as an English Teacher.

1. **K.K. INTERNATIONAL, NOIDA**

May, 2012 - March, 2013

Worked as a Lifestyle and Apparel Content Writer and Editor. Wrote content for company’s blogs, brochures and magazine articles. Prepared the subjective material and content for the company’s client meetings.

**SKILLS**

* Good Hand in writing articles of various categories.
* Good Verbal and written communication skills.
* Motivated and inspiring towards excellence in writing.
* Enthusiastic
* Hardworking
* Keen to develop new skills and explore new ideas.
* Efficient and organized, with the ability to prioritize and multi task.
* Ability to work under pressure and flexible with the working timings(if required)
* Willingness to take direction and can deal with a range of given tasks.

**EDUCATIONAL QUALIFICATIONS**

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| **EXAMINATION** | **UNIVERSITY** | **YEAR OF PASSING** |
| X | Central Board of Secondary Education, Delhi | 2005 |
| XII | Central Board of Secondary Education, Delhi | 2007 |
| Elementary Teacher Training | Jammu University | 2009 |
| B.A. English Hons. | Delhi University | 2011 |
| Bachelors of Education | Jammu University | 2012 |
| M.A. English | Jamia Millia Islamia | 2014 |

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| Certificate in French | Delhi University | 2017 |
| Diploma in French | Delhi University | 2018 |

**SELECTED ACHIEVEMENTS**

Wrote articles for the school magazine and college journals.

**HOBBIES AND INTERESTS**

* Reading novels
* Listening to music
* Travelling