



G Manikandan

CONTENT OPERATOR &
COMMUNITY MANAGER

Contact Details

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Qualifications

- An analytical mind with the ability to think clearly and logically.
- Computer knowledge(MS Excel , MS Word), Adobe Photoshop
- A self-motivated team player with communication, analytical, relationship management and problem solving skills.

Languages Known

- Tamil
- English

Professional Summary

I have 5 years of experience working with digital media and mobile applications. All these years I have written, moderated, curated and published contents. Sent push notifications for our application users during some of the crucial events and my core strength is my linguistic skills.

Work Experience

- **Community Management Specialist**

1.6 Years (June 2019 – Jan 2021) – ByteDance (India) – HELO APP, Gurgaon.

- Content Creation
- Creator Maintenance (Entertainment and Sports creators)
- Hosting Campaigns
- Trend Analysis & Hash tags Creation
- Send Push Notifications
- Image Editing
- Live Cricket Match Discussion
- Fan Chat

- **News Writer**

2 Years(Jun 2017 – May 2019) – SportsFlashes Pvt. Ltd, Kirti Nagar (Delhi)

- Publishing Sports news and feature articles in Tamil
- Breaking live match results
- Translating the content from English to Tamil

- **Sr. Technical Writer**

2 years(2015) – Contentra Technologies Pvt. Ltd, Okhla Phase-1 (Delhi)

Working on Google's/Amazon's Epub process i.e content digitalization, converting the content of PDF to xml with 100% quality output.

- Converting the Tamil Magazine's into the Epub
- Proof Reading of Tamil Magazines
- Re-writing the content in Tamil

- **Area Manager**

3 years(2012) – Shriram City Union Finance Pvt. Ltd, Chennai

Academic Profile

- Bachelor of Engineering in Anna University (2008-2012 - 60%)
- 12th Passed From State Board, Tamil Nadu(78%)
- 10th Passed From State Board, Tamil Nadu(67%)

Core Competencies

- Fast learner.
- Work effectively with diverse groups of people
- Ambitious and committed to excellence
- Committed to deadlines and schedules