**GARGI KUMARI**

**E-Mail:** gargisingh29@gmail.com **Mobile:** +91- 7042665756

***Hindi Linguist with expertise in News/Feature articles and reporting***

***AN OVERVIEW***

* A competent professional with experience of ***around 7.5 years*** in **Content Field.**
* Presently workingas a **Hindi Linguist** in **Magnon. (Google Onsite)**
* Expertise in coordinating on various issues involving organizing and conducting events and interviews.
* Possesses strong work ethics, positive attitude and successful in gaining people’s confidence for obtaining reliable information.
* A self-motivated team player with excellent communication skills and pleasant personality and Social media expert.
* Pivotal in gaining and maintaining credibility, and handling sensitive and confidential information with discretion, administrative skills.

***CORE COMPETENCIES***

***Idea Management***

- Translate English content in to hindi.

- Writing script for videos and Talks.

- Writing news and features issues covering society.

- Set up live and video conference interviews.

***People Management***

* Ability to adjust & work in a team environment
* Ability to perform under pressure
* Self-motivated
* Detail oriented and efficient with strong interpersonal skills. (Team worker)
* Ability to grasp new tasks quickly
* Creative in Conceptualizing & analyzing situations to find quick solution.

***Software Expertise***

* MS Excel & PowerPoint
* Quark Xpress.
* Adobe Photoshop.
* Adobe Premiere Pro

***ORGANISATIONAL EXPERIENCE***

**Jan 2020- Till Date Magnon (Google Onsite) Hindi Linguist**

**Sept 2017- May 2019 JoshTalks Hindi Curator & Reporter**

**May,2016 – Sept 2017 Samachar Plus News, Noida *Content Writer (Web)***

* Write content for websites
* Write content for Video
* Plays a key role in managing social media content (Twitter, Facebook)
* Doing Voice Over’s

**July, 2014 – May, 2016 Haribhoomi.com Sub- Editor**

***TRAINING/ WORKSHOP ATTENDED***

* Internship with Panorma Television Private Limited (ETV), Hyderabad,2012 (Worked as copy editor for 6 weeks) .
* Dainik Jagran, National Desk, Noida 63 (Worked as sub-editor for 6 weeks).
* Hindustan Media Venture Ltd. (Hindi Hindustan), December, 2011 Ranchi
* Worked in BIG FM Ranchi (as helper of campus program)
* Worked as sub-editor during National Games, 2011 in Ranchi
* Made short films and News bulletins
* Made a documentary on Women empowerment named AdhuriKhawahishe
* Bi-Line publication of Article in Film Festival Magazine in National Film Festival,2012
* Done a research on ‘front page visuals of Hindustan Times and Times Of India’

***ACADEMIC QUALIFICATIONS***

* Masters in **Mass Communication** from Central University of Jharkhand in 2014.
* Intermediate from Bokaro Public School in 2009.
* **Matriculation** from B.I.V (Bokaro), in 2007

***IT SKILLS***

* MS Word, MS Power Point, MS Excel
* Quark Xpress,
* Adobe Premiere Pro
* Adobe Photoshop.
* Adobe Audition

***PERSONAL DOSSIER***

Date of Birth : 8th, Feb 1992

Address : Greater Noida (Delhi NCR)