

Muskaan Juneja

Phone: (M) +91 9870260067; Email: junejamuskan111@gmail.com

Seeking a challenging position through which my complete skills, creativity and passion for excellence will be utilized. To secure a position in the organization that offers opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise in a positive team environment.

Educational Background:	
Pursuing (1st year) M.A. in Mass Communication from Guru Jambheshwar University	
Bachelor of Journalism and Mass Communication from Lingyaya's Lalita Devi Institute of Management Studies, GGSIP University, Delhi	2017-2020
Class 12th from kendriya vidyalaya, New Delhi	CBSE Board, 2017
Class 10th from kendriya vidyalaya, New Delhi	CBSE Board, 2015

Skill Set

- Creative content writing.
- Feature content writing.
- Research based article writing.
- Blogs & influencing article writing.

Technical Proficiency

- MS Office- MS-Word, MS-Power Point.
- Full excess and knowledge of Windows.
- Writing articles, reports and stories for School and college magazines.
- All the theoretical and technical knowledge about content writing.

Key Strengths

- Adaptability
- Decision Skills
- Time Management
- Positive Thinking
- Editing Skills
- Willingness to learn
- Problem solving skills

Past Experience

- [November 2020 – April 2021] 6 months internship at **Shining Films** production house as Content Writer.
- [June – July 2019] 2 months internship at **Sahara News Network** on assignment desk.
- [July 2018] 1 month internship at **Dainik Jagran** as field reporter & news writer.
- Wrote many blogs and articles as per client's requirements like educational, technology, finance, fashion, lifestyle, devotional, news etc.

Achievements

- **3rd** position in **National Level Poetry Competition**.
- Volunteer at We Care Film Fest “changing attitude towards disabled issues” in 2019.
- Participated in online quizzes regarding journalism and mass communication.

Personal Vitae

Date of Birth : 24 January, 2000
Father's Name : Mr. Gulshan Juneja
Languages Known : Hindi, English & Punjabi
Nationality : Indian
Permanent Address : New Delhi-110051

Place:

Date:

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