

ANUJ SARMA

WRITER | EDITOR | PROOFREADER



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PROFILE

I'm a writer and an editor with a strong understanding of publishing, online content and social media. In the last eight years of working in the content space, I've learned to analyse data and use insights to reach the right audience through print and online platforms.

SKILLS

- Writing
- Editing
- Proofreading
- Content Creation
- Adobe InDesign
- Adobe Premiere Pro

EDUCATION

SECONDARY SCHOOL

B.S.F. Senior Secondary Residential School, West Bengal, India
2009-2010

GRADUATE DIPLOMA IN MASS MEDIA

Asian School of Media Studies
2011-2014

EXPERIENCE

CONSULTING CONTENT EDITOR

EcoGears

November 2021 - January 2022

- Responsibilities involved editing and proofreading blogs for company website.
- In my brief stint there, I trained the team in writing SEO-friendly blogs and helped improve writing style and research methods.

SENIOR ANALYST

Resilinc Corporation, Pune, India

March 2018 - October 2018

- The job entailed monitoring global news for events that potentially affects global supply chain. Analyzing news and occurrences for the level of impact it may cause on the supply chain and notifying clients on the same.
- I was the leading notifier and have successfully played an important role to help mitigate considerable risks clients would have faced due to unavoidable accidents/natural disasters through minute by minute updates on ongoing disruptions to the supply chain.
- I was also responsible for keeping track of our team's performance and providing the senior management with weekly performance review of the team.

REFERENCES

SANDEEP SHARMA

Key Accounts Manager
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CO-FOUNDER & ASSISTANT EDITOR

Teesta Media Pvt. Ltd., West Bengal, India
March 2017 - February 2018

- As one of the three founding members, I was involved with the setting up of the company infrastructure and offices, and devising a yearly roadmap to achieve company goals.
- I successfully attracted a large number of organic followers on social media.
- I played an important role in the company for coverage of the 'Gorkhland movement' - a demand for statehood, which turned into a crisis for the people as well as the government in North Bengal, India.
- I was also responsible for the filming and editing all of the video projects.

SENIOR SUB-EDITOR

Exposure Media Marketing Pvt. Ltd., Gurgaon (India)
• Discover India - India's first travel magazine
• Selling World Travel - A travel trade publication
January 2015 - February 2017

- My responsibilities included writing, editing and proofreading travel and travel-trade stories.
- I travelled across India finding magazine-worthy feature articles. I have successfully brought back a substantial number of engaging travelogues, which has been well-appreciated by my peers in the industry.
- I have also reviewed hotels, restaurants, books and interviewed renowned authors.
- I was promoted to the position of Senior Sub-Editor in a year from joining.

COPY-EDITOR

Hindustan Times Media Ltd., Uttar Pradesh, India
July 2014 - December 2014

- Translating Hindi news to English.
- Monitoring South East Asian news for current events.
- Monitoring global Health news for recent and current developments in the industry.

INTERN

March 2014 - April 2014
Ten Sports

- Assisting the production team for the Pakistan broadcast of T20 World Cup 2014.