

MANJU SUBHASH CHANDRAN

Krishna-D/501, Vasant Sagar Complex, Thakur Village, Kandivali, Mumbai- 400101

☎07715059334/022-28872669

✉ SBMANJU@GMAIL.COM

OBJECTIVE

As an energetic and self-motivated person, my goal is to obtain a role that will provide me challenging opportunities to display my abilities and take me a step beyond my current skill level.

ACADEMIC QUALIFICATIONS

YEAR	DEGREE	INSTITUTE, CITY	GRADES
2017	Master of Arts (Political Science)	University of Mumbai	63.5%
2007	PG Diploma- Journalism (Print Stream)	Manorama School of Communication, Kottayam	67%
2005	Masters of Arts (English literature)	University of Mumbai	62%
2003	Bachelor of Arts (English literature)	St. Xavier's College, Mumbai	60%
2000	HSC	St. Xavier's College, Mumbai	67%
1998	SSC	Auxilium Convent High School, Mumbai	83%

PROFESSIONAL EXPERIENCE

International News Editing, (September 2016-Present)

Remote editor, Newsdesk of The Global New Light of Myanmar, Times of Oman, WAM (Emirates News Agency), Vietnam News, Antara News (Indonesia)

- ✓ Copy editing and rewriting news stories, including political stories
- ✓ Formatting stories to ensure it adheres to the style sheet provided
- ✓ Extensive rewriting of feature stories on culture
- ✓ Working on the CMS of news websites
- ✓ Work on the Google Suite to coordinate and liaise with various newsrooms

The Asian Age, Mumbai, India (June 2014-December 2016)

Senior Sub-Editor, Newsdesk

- ✓ Coordinating and managing the city edition in the absence of the Newseditor
- ✓ Copy editing and rewriting articles for city pages, including Page 1, of Mumbai
- ✓ Ideating, designing and making pages using QuarkXPress
- ✓ Sourcing and selecting pictures and other infographics for stories
- ✓ Coordinating, designing and writing for weekly culture pages (art, dance)
- ✓ Responsible for content generation for the culture pages

Cactus Communications, India (May 2014-June 2014)

Independent Content Writer

- ✓ Was part of a project that involved creating a dictionary for ESL students.
- ✓ Writing meanings and example sentences for each entry word in the dictionary for a word list supplied by the client.

Serendipity Authors and Editors (SAE), India (February 2014-March 2015)

Independent Academic Content Writer and Story Writer

- ✓ **Study Abroad:** Editing content for students applying abroad for MBA, MS and UG programmes. These included editing and rewriting essays, SOPs, letters of recommendation and resumes.
- ✓ **Fiction:** Creative writing for children's books of all genres; folklore, fables, magical and fairy tales.
- ✓ **Content Creation and Editing:** Preparing activity lessons for school children, study exercises (History, Civics, EVS and English), encyclopaedias and GK books

DNA, Bangalore, India (January 2012-September 2013)

Senior Sub-Editor, Sports

- ✓ Covering local, national and international sporting events in Bangalore

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- ✓ Copy editing, giving headlines and making local sports pages in Adobe InDesign
 - ✓ Covered ODI, Chennai, and T20, Bangalore, between India and Pakistan
 - ✓ Covered Ranji matches held in Bangalore

mid-day, Mumbai, India (May 2010-December 2011)

Senior Sub-Editor, Newsdesk

- ✓ Copy editing and rewriting articles for city pages of Mumbai, Pune and Bangalore
- ✓ Giving attractive headlines, writing captions and providing value addition
- ✓ Making pages in QuarkXPress

The New Indian Express, Chennai, India (August 2007- February 2010)

Sub-Editor, Sports Desk

- ✓ Copy editing, writing captions, headlines and making sports pages in Indesign
- ✓ Making pages for sports supplement *Maxsports* in Adobe InDesign and writing articles
- ✓ Covered Chennai Open 2009
- ✓ Covered APRC in Hokkaido, Japan 2008
- ✓ Contributed articles for the features desk

Compare Infobase Pvt Ltd, Mumbai, India (September 2005-May 2006)

Content Writer

- ✓ Briefly worked as a content writer for the web development company

ACADEMIC ACHIEVEMENTS, LANGUAGES & IT SKILLS

- ✓ Worked on the college lab newspaper 'The Fourth Estate' in various capacities, such as Editor, Subeditor and Reporter
- ✓ Trained in reporting, news editing and speed writing
- ✓ Interviewed then union minister for overseas Indian affairs Vayalar Ravi and Kerala Congress president Ramesh Chennithala
- ✓ Compiled a dissertation on 'Role of Religion in Media' as part of academic project for post graduate diploma (rated the best dissertation within 'English' specialisation)
- ✓ Conducted an investigative project on 'Decline of Football in Kerala'
- ✓ Well-versed in English, Hindi, Malayalam, Tamil and Marathi
- ✓ Proficient in Microsoft Office, touch typing in English, InDesign, Photoshop, and QuarkXPress

CO-CURRICULAR ACTIVITIES

- ✓ Professionally trained in Carnatic music, Bharatnatyam and Nattuvangam
- ✓ Volunteered for 'Akanksha' and taught street children English grammar and Mathematics for a year
- ✓ Volunteered for 'Project Care' organised by our college — a programme that entailed adopting a child for two days
- ✓ Volunteered for 'Project Malaria', which involved spreading awareness about the disease in the slums of Mumbai