

**Curriculum Vitae**

**RAVI GUPTA** **Email:** ravigravity88@gmail.com/ravi.gupta@mywritershub.com

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**Career Objective**

To be an accomplished writer with some good work on my name and want to write some of the best pieces that not just help me thrive as a writer but also my organization on the whole.

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| **ACADEMIC QUALIFICATIONS** |
| **EXAM/ DEGREE** | **YEAR** | **NAME OF THE INSTITUTION** | **UNIVERSITY/****BOARD** | **PERCENTAGE** |
| PG Diploma in Mass communication | 2012-13 | INDIAN INSTITUTE OF MASS COMMUNICATION | INFORMATION AND BROADCASTING MINISTRY | 51.3% |
| B.com  | 2008-11 | SOUTH CITY COLLEGE | CALCUTTA UNIVERSITY | 42.78% |
| Higher Secondary | 2008 | DE NOBILI SCHOOL, MUGMA, DHANBAD | ISC | 74.5% |
| Matriculation | 2006 | DE NOBILI SCHOOL, MUGMA, DHANBAD | ICSE | 61.67% |

**Internship at Indiawrites**

Company Name: India writes (online news magazine www.indiawrites.org)

Designation: Correspondent

Time period: 15th April 2013-19th July 2013

Job Location: Lajpat Nagar, New Delhi

**Past Work**

Company Name: JMC Cyberflavors ITES PVT LTD

Designation: Content Writer

Time Period: 2nd January 2014-13th December 2014

Job Location: Bokaro, Jharkhand

Job Profile: Developing blogs, press releases, articles, descriptions and meta descriptions.

**Past Work**

Company Name: Techvedic Technologies Pvt. Ltd.

Designation: Content Writer

Time Period: March 2nd, 2015 – January 15th, 2016

Location: Janakpuri West in West-end Mall, New Delhi

Job Profile: Developing blogs, press releases, articles, descriptions and Meta –descriptions, white papers, case studies, PDF

 **Past Work**

Company Name: Avanta Business Center

Designation: Content Writer

Time Period: May 18th, 2016- 31st December 2016

Location: Statesman House, New Delhi

Job Profile: Developing blogs, blogs, press releases, articles, descriptions and meta-descriptions, white paper, case studies, PDF, info-graphics, posters, micro-sites

**Past Work**

Company Name: Cartface Technologies Pvt.Ltd.

Designation: Sr. Content Writer

Time Period: January 23rd, 2017 to 26th September 2017

Job Location: Joka, Kolkata

Job Profile: Developing blogs, blogs, press releases, articles, descriptions and meta-descriptions, white paper, case studies, PDF

**Current Work**

Company Name: Laurette Writers’ Hub (OPC) Pvt.Ltd.,

Designation: Content Manager

Time Period: September 28th, 2017-Till Present

Job Location: Ramnagar Uttar-Para, West Bengal

Job Profile: Management of Laurette Writers’ Hub digital marketing wing. The job involves managing the contents written by the internal team, analyzing the client’s requirement and making the contents SEO compliant.

**Assignments Covered**

* Reporting assignments covered at Pragati Maidan for Trade Fair and Art Fair.
* Reporting assignments on various shopping malls and markets of New Delhi.
* Hosted a community program for IIMC with 96.9 FM (Apna Radio)
* Interviewed the Ex-Prime Minister of Nepal Pushpa Kamal Dahal

**Personal Skills**

* Committed to complete a task in a given time
* Good listener
* Willingness to learn, team facilitator and hard worker
* Quick learner
* Good communication skill

**Computer Proficiency**

* Working knowledge of Quark Express, Photoshop.
* Familiar with Windos-98, 2000, XP, Vista, Windows 7
* Good knowledge of MS Word, PowerPoint, Excel.

**Personal Information**

Date of Birth **:** January 24th, 1988

Father **:** Janardan Prasad Gupta

Gender **:** Male

Marital Status **:** Single

Nationality **:** Indian

Hobbies **:** listening to music, doing research work

Language known **:** English, Hindi

Address for Communication **:** Ramnagar, Post.Barakar, Dist.

 Pin.713324 West Bengal

I hereby declare that the above given information is true and best of my knowledge.

Date: RAVI GUPTA