



PRAGYA SINGH

Content Editor

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📍 S.N 9/1/2 Yashwant Nagar, Lane
no. 2 near Shiv Sai Hotel
Landmark : Radisson Blu hotel
Kharadi, Pune 411014. Maharashtra

🚀 TECHNICAL SKILLS

Basic Computer knowledge. MS word
,MS Excel, MS PowerPoint, visual
stories.



CAREER OBJECTIVE

Searching for editor position in your high paced company in order to ensure high quality of publications using eye for detail and knowledge of English language along with 3 years of experience.



EXPERIENCE

Buzzle Software solutions

Content Editor

12th February 2018 - Currently working

I started my career in Buzzle which is a US - based company located in Pune as a content writer, where I used to write fresh stories on the topics/titles given by the Sea. Based on my performance I was promoted to the role of editor.

Currently being a Content Editor, my role is to review, examine and approve a submitted story for plagiarism, grammar, authenticity and ensure it is visually engaging, informative and entertaining. Once, all parameters are checked the stories submitted by freelancers on board is moved forward on to the web by me.

Indus Integrated Information Management Ltd.

Learning Executive - Soft skills and spoken English

2nd January 2016 - 30th June 2016

My work profile included designing basic English syllabus and providing them to the vocational teachers to educate students in the remote areas, communicating with teachers and students to ensure smooth educational system and to come up with solutions to solve any issues. I have also conducted a training program for teachers to enhance their soft skills and to ensure they impart the same to the students.



EDUCATION

Sri balaji college of engineering and technology

Bachelor of technology (Information technology)

72
2014

Baldwin Academy Patna (CBSE)

HSC
66
2008

Notre dame academy Patna (CBSE)

SSC
75
2006



PROJECTS

Telecommunications BSNL

40 Days

The Project was related to telecommunication, their lab equipment and related technologies to this domain.

Mobile Communication Systems

Optical Fiber Technology

IP, Networking & Cyber Security

Broadband Technology

Digital Switching Systems

Digital Transmission Systems

Telecom Support Infrastructure

Apart from the above content, installations, Telephone Exchange, Local Network, GSM, CDMA, Broadband and OFC installations and understanding of live systems in the lab was also included.



INDUSTRIAL EXPOSURE

Bharat Sanchar Nigam Limited, Patna



PERSONAL STRENGTHS

Logical Thinking Skills ,Punctuality, Leadership Skills analyzing problems, brainstorming solutions, compromising, defining roles, facilitating discussion, employee engagement.Communication, organising, supervision, team support,



PERSONAL PROFILE

Date of Birth : 14th December 1989

Marital Status : Single

Nationality : Indian

Known Languages : English, Hindi

Hobby : Writing, reading religious and biography, listening music and Singing, part - time cooking, watching movies.

Aadhaar : 4290 9860 3537



DECLARATION

I gravely announce that facts of information and facts in the resume are inclusive and correct and I take full liability for the correctness of the information.

Date : 9th January 2020
Place : Pune

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