**Resume**

**Personnel Details:-**

**Name:** Aashish N. Jadhav

**Address:** pl no-55, Batukeshwar colony,

 Shingnapur rd, Chambukhadi,

 Kolhapur. Maharashtra. India.
**Tel No:** +91-9405041060.
**Email:** aashishj122@gmail.com

**Work Objective:-**

*Seeking a position in the publishing industry where I can utilize my organizational, communication, and writing skills.*

**Work Experience:-**

* **Freelance Copywriter**
*www.contentcurrent.com(2010-2012)*
1. Wrote and proofread copy for marketing materials promoting educational assessments.

1. Wrote ad copy for newsletters that promoted nutritional supplement products for a national health store chain.
2. Conducted extensive research to learn about the products in order to write about them an informative, interesting manner to pique customers' interest.
* **Private Assistant**

*Iconic India Pvt. Ltd. (2009-2010)*

1. Managed the companies’ local branch in Kolhapur. Work included consulting and managing financial remedies.
* **Consultant and Computer Operator**

*Bajaj Alliance Pvt. Ltd. (2008-2009)*

**INTERNSHIPS:-**

1. Worked with the Editorial Assistant and staff writers to research stories and edit text.
2. Helped to generate story ideas at the monthly Editorial Board meetings and performed various editorial and research tasks that assisted in the production of the newspapers.
3. Wrote and proofread copy for ads, catalogs, and flyers promoting educational assessments.

**SKILLS AND ABILITIES:-**

* **Computer Skills:**
1. Hardware: PC and Notepad.
2. Software: Microsoft Office, Microsoft Word, Outlook, Quark, Windows, Excel, PowerPoint, Front Page, Page Maker and various other media related software.
* **Other Skills:**
1. Video and Audio Production.
2. Journalism Experience.
3. Script Writing.
4. Writing for the Media.
5. Creative Writing.
6. Aesthetics of Vision and Sound.
7. Media Ethics.
8. Public Relations.
9. Advertising.
10. Good hand on computer operating
11. High degree of initiative
12. Strong presentation skills
13. Good interpersonal skills
14. Able to work within tight schedules
15. Good communication.
16. Politeness

**VOLUNTEER HISTORY:-**

* Social service:-

 Participated in “Project for the welfare of mentally disabled children”, participated in “Help age India” cause.

**EDUCATION:-**

**Course: -** Bachelor of Computer Science.
**Institute: -** Shivaji University Kolhapur.