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| Archana pandey Address – B4/ 3, Bhadran Nagar, Near Jalaram Temple, Behind NL college, Malad west, Mumbai-400064· Phone- 9769377239Email – pandey.archana92@gmail.comLinkedIn Profile - <https://www.linkedin.com/in/archana-pandey-8726b8127/>Blogs: - <https://www.youthkiawaaz.com/author/archi_pandey/>  |
| Seeking an environment that is challenging, provides an opportunity to develop and build a career which in turn helps to enhance my knowledge and personal growth. With my positive outlook and optimist personality, I am a team player, easy to adapt new challenges and tasks. |

# Experience

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| 5th March 2019 – till present Sr. executive- msme & official language – Gems and Jewellery export promotion council (gjepc)* Preparing Newsletters – taking interviews, managing articles and helping for layout.
* Social Media content, campaign and promotion.
* Translation of all the circular/ notices/ press release etc.
* Conduiting meeting for Trade/ committee / with Ministry
* Preparing Minutes of Meeting, Agenda, PPT, Quarterly and Yearly Report, proposal for various news collaboration with different government/ private bodies/organizations
* MSME Promotion – Organizing various Seminar/ webinar / BSM.
* Promotions and Marketing of Various Government Schemes for Export promotion.
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| 1-10-2018 to 28-02-2019**Content writer / Translator – HINDI AT Testbook.com** * I was Handling Hindi content- Development of Hindi content, Translation of Hindi Content for website, social media, newsletters and editing of copy. Reporting and Editing.

20-05-2018 to 20-09-2018**Content Editor Hindi, Jarvis Technology and Strategy, Mumbai*** I was head of my Team- I was managing Hindi content Team for New App called Saransh- Development of Hindi content, Translation of Hindi Content for App, social media, Handling Team of 10 people.
* Editorial Meeting for Management of content and planning.
* Content for political campaign through various social media and articles

 24-01- 2018 TO 15-06-2018**Senior Associate, Creative communication - Hindi at Free A Billion** * I was Creative content writer in Hindi- was managing Hindi Content for Website Blogs, New Paper articles, social media content, YouTube Scripts, Poem, Gingals.
* Campaign for voting’s, Fundamental Rights etc.
* I have played many roles in Street play for various campaign and awareness session.

20-02-2017 TO 20-01-2018**Sub -Editor/ TRANSLATOR AT Shubh Media pvt ltd, BKC – Mumbai*** I was Sub-Editor/ Reporter cum translator for Monthly Magazine.
* I was taking Interviews
* Development of content, editing and writing.

01-01-2015 TO 20-01-2017**Reporter / Sub-Editor AT WE- Working Elements** * I was Creative content writer in Hindi- was managing Hindi Content for Website Blogs, New Paper articles, social media content, YouTube Scripts, Poem, Gingals, Press Release.
* Campaign for Political parties / rally
* Interviews, promotion of any campaign’s.
* PPT presentation

01-02-2014 to 31-12-2014**Copy Editor – Hindi AT Driving Minds*** I was Creative content writer in Hindi- was managing Hindi Political Content for Website Blogs, New Paper articles, social media content, YouTube Scripts, Poem, Gingals, Press Release.
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# Education

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| **Exam****Passed** | **Year of****Passing** | **Name of Board / University / Institute** | **Percentage of marks****obtained** |
| SSC – 10th STD | MARCH 2008 |  MAHARAHSTRA STATE BOARD | 79.83% |
| HSC- 12th STD | MARCH -2010 |  MAHARAHSTRA STATE BOARD | 66% |
| TYBMM- JOURNALISM | APRIL-2013 |  MUMBAI UNIVERSITY | 66.58% |
| POST GRADUATION DILPLOMA IN TRANSLATION (PGDT) | SEPTEMBER-2021  |  IGNOU – INDIRA GANDHI OPEN UNIVERSITY | 68% |
| POST GRADUATION DILPLOMA IN COMMUNICATION DEVLOPMENT | JUNE- 2023 |  IGNOU – INDIRA GANDHI OPEN UNIVERSITY |  APPEARING |

# Skills

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| * Good command over Hindi Language
* Public speaking skill
 | * Convincing Power
* Writing Skill
* Positive and optimist outlook
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# Activities

1. In my current job profile, I am handling various seminar and webinar which helps me to build good professional relationship with different Government Departments and officers. Recently I have organized to Two Big Seminar with which will boost exports from Gems and jewellery sector in Future.
2. Organizing and attending Trade Meeting helps to understand export challenges by exporters which help me to make new campaign for helping them and solving their issues.