#  Monica Sharma

# D/o MR. Dalip Singh

# #46-A Sunny Enclave Mohali

# Pin Code - 140301

# Contact Number-9316197415

 **EMAIL:** monicasharma7890@gmail.com

# CAREERGOAL:

To achieve a challenging career in an organization that gives me an opportunity to prove myself and to be an outstanding asset to the organization in which I work. I am also seeking an opportunity for professional growth in an organization where team spirit and personal skill is recognized.

#  EDUCATIONAL PROFILE:

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE/CLASS** | **YEAR** | **UNIVERSITY/BOARD/SCHOOL** | **PERFORMANCE** |
| BJMC | 2020 | CHANDIGARH UNIVERSITY, GHARUAN | 7.76 CGPA |
| XII | 2017 | SRI GURU HARKRISHAN MODEL SR.SEC. SCHOOL | 83% |
|  X | 2015 | SRI GURU HARKRISHAN MODEL SR. SEC. SCHOOL | 85% |

# WORK EXPERIENCE:

# Working in Quik Relations as a PR EXECUTIVE since 7 months.

# WORKSHOPS, PARTICIPATIONS & WORK DONE

* Done anchoring for department of civil engineering
* Participated as a coordinator for Tech invent Chandigarh University
* Participated as a coordinator for World water day
* Participated in UDAAN fest ,Chitkara University
* Participated in Media fest Chandigarh University
* Coordiated a number of FAM Trips (ZEE TV, Western Digital, Tata Sky, Hotstar)
* Coordinated a number of interviews of ZEE TV’s artists with top publications like The Times of India, Hindustan Times, Maharashtra Times, Punjab Kesari, Aaj Samaj, The Tribune, Rajasthan Patrika, Ajit Samachar, Aaj , Dainik Bhaskar ect.
* Coordinated Radio interview of Red FM and My Fm with Kunwar Amar of Dance India Dance.

**TECHNICALPROFICENCY:**

**Instrument Handling**

* Good handling of DSLR.

**SKILLS:**

* Excellent communication skills both orally and in writing.
* Good IT skills (Good hand in Microsoft word and Microsoft Office, Adobe photo shop)
* Presentation Skills
* Ability to prioritise and plan efficiently
* Awarness of different media agendas
* Creative
* Indept knowledge of Public relations
* Knowledge of regional media market
* Good links with the entertainment journalist in a number of cities in of India
* Good links with RJ’s of Red FM and My FM .

**Organizer/Coordinator**

* + Participated in “CU MEDIA FEST” and worked as an EVENT COORDINATOR.

**Hobbies**

* Utilize all possible opportunities for holistic development.
* Writing and reading.
* Travelling.

# PERSONALDETAILS:

**Father’s Name** : Mr. Dalip Singh

**Date of Birth** : 11 December, 1998

**Sex** : Female

**Marital Status** : Single

**Nationality** : Indian

**Languages Known** : English, Hindi and Punjabi

#  DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.