

Neeraj Kumar Dubey

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CAREER OBJECTIVE: -

To explore my knowledge and skill in the field of digital media platform and utilize abilities to develop through to my education with opportunities for professional growth on my performances and want to attain a challenging career to make organization and myself grow simultaneously.

ACADEMIC QUALIFICATION: -

High School from I.C.S.E . board.

Intermediate from I.S.C. board.

Graduation (B.Sc. in Mass Communication, Advertising and Journalism)

COMPUTER SKILL: -

Comfortable with Windows XP, 7, 8, Vista and Mac

Knowledge of software like Photoshop, CorelDraw, Lightroom, FCP and Premiere Pro

Professional Knowledge of Microsoft Word, Excel, PowerPoint and Spreadsheet.

EXPERIENCE: -

- Worked in EBS for UC News (Alibaba Group) as Senior Content Specialist. (From June 2017 to November 2019).
- Worked in Dan Technologies as Creative Head. (From September 2016 to June 2017)
- Worked in Jagran Publication as a Client Service Executive (From Feb. 2014 to November 2014 in Mumbai.)
- Freelance Projects Done Like: -
 - Made a Promotional Song for JIMMC media Fest.
 - Assistant Director and editor in a short film 'UDAAN BHAR'.
 - Editor in an ad film on 'SANGINI' weekly magazine.
 - Assistant Director and acted in a play named "EK RUKA HUA FAISLA".
 - 3 Years Experience in as a Copy Writer and Graphic Designer.
 - Worked in a Bollywood Film as a Script Writer, Actor and Assistant Director.

EXPERIENCE DETAILS: -

Post- Senior Content Auditor/SPOC

Experience- 2.5 Years

- I worked as Senior Content Specialist, I use to handle a team of 100 content auditors and they check title, thumbnail and content.
My Work Responsibility were-
 - Making and Training Guidelines.
 - Spoke person on behalf of team with our Chinese Client.
 - Checking Quality of the auditors.
 - Working with quality team to improve auditor's quality.

- All the video operations work.
- Making work alignment according to the video flow and auditor's ability.
- Team Motivation and Meetings to improve work quality.

Previous Experience-

- Before above-mentioned job I was in creative field where mainly I was in Graphic Designing and Copywriting, basically my background and my current job makes me completely multitasking person. Things I use to be involved in experiences are-
- Camera Handling (Film Making)
- Script writing
- Theaters

OTHER EXPERIENCE: -

- Volunteer in Jagran Film Festival.
- Two Time Screen Manager in International Short Film Festival NOIDA.
- Coordinator and Art Director in JIMMC Media Fest.
- Budgeting Manager and Art Director in SANGINI Event.
- Coordinator and Graphic Designer in H4HRD Event.

STRENGTH: -

Excellent management skills including conflict resolution, team motivation and individual mentoring.

Highly organised and efficient at multitasking - never missed a deadline.

Keen to Learn and Adopt New Things.

HOBBIES: -

Listening Music.

Chatting.

Film.

Travel.

PERSONAL PROFILE: -

Father's Name	:	Mr. M. P. Dubey.
Date of Birth	:	01/August/1991.
Gender	:	Male.
Nationality	:	Indian.
Marital Status	:	Single.
Languages Known	:	Hindi and English.

DECLARATION: -

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

DATE:

PLACE:

(NEERAJ KUMAR DUBEY)