



Jaidev

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Executive Profile

An enthusiastic and an innovative **Arts Graduate with a PG Diploma in journalism**, looking forward to a fruitful association with an entity that encourages novelty, dynamism and creative freedom. Armed with 10 years of experience in **diverse stream of writing, ranging from news, features, promotional and articles, I am confident of accomplishing any task**. Proven leadership, technical, public relations, analytical and interpersonal skills **are some of the other assets acquired during the various professional stints over the years**.

Areas of Expertise

- ▶ Putting life into inanimate reports through superior linguistic skills and dextrous word playing abilities.
- ▶ Creating relevant content from scratch by using extensive research.
- ▶ Producing layout adorned with unique splendour of alphabets and pictures.
- ▶ Coordinating with other members to achieve the desired results.
- ▶ Optimum utilisation of various new-age vistas to break the monotony and bring in novelty.
- ▶ Astute ability to eliminate and cut down the possibility of anything remotely erroneous.
- ▶ Effective organisational capacity to utilise resources fully & get the best out of the team members.
- ▶ Utmost familiarity with appropriate professional tools to enhance productivity.

Academic Achievements

PG Diploma in Journalism
Specialization: Print and web-based writing
Year: 2000
SP College of Communication
New Delhi, India

Bachelor of Arts
Year: 1996
Deshbandhu College, Delhi University
New Delhi, India

PG Diploma in HRD
Specialization: Personnel Management and Human Resources Development
Year: 1998
SP College of Communication
New Delhi, India

Professional Work History

NRI Vision Senior Writer and Editor

**New Delhi
June 2021 to Feb 2023**

An upcoming news portal dedicated for the NRIs across the globe.

Key responsibilities

- Writing articles regularly
- Editing and proofreading content before posting on the website
- Working closely with other editors to enhance overall quality of the website
- Chalking out plans to increase traffic to the website
- Promoting articles on Twitter, Facebook etc

BIAT Consultant (Part Time) Senior Content Writer

**Noida, NCR
Aug 2020 to Jan 2021**

A leading digital marketing company in the NCR.

Key responsibilities

- Writing new and incisive articles and blogs
- Editing and proofreading content regularly
- Discussing new strategies to improve content production
- Pitching ideas for new content topics
- Posting articles on Twitter, Facebook etc
- Working closely with designers for proper execution of content

CW Logix Technical Writer

**Noida, NCR
July 2019 to Oct 2019**

An upcoming mobile app development company in India.

Key responsibilities

- Writing technical articles and blogs daily
- Posting queries on Quora
- Striving to learn new things on Tech arena
- Developing content for home page on the website
- Coordinating with clients regularly for content accuracy

Ad Global 360 Senior Content Writer

**Gurgaon, NCR
Mar 2018 to Jan 2019**

One of India's leading marketing agencies in India.

Key responsibilities

- Writing Articles and blogs daily
- Editing and proofreading write ups of colleagues
- Understanding client requirements to devise new content strategies
- Working closely with SEO and Design teams for better output
- Posting fresh content on external websites

Donmind
Senior Content Writer

Noida, NCR
Dec 2017 to March 2018

A digital marketing company with a specific focus on healthcare.

Key responsibilities

- Writing fresh and original articles and blogs
- Editing and proofreading all copies
- Creating Content on Various pages of Website
- Brainstorming sessions with colleagues to enhance overall quality of write ups
- Posting news articles on Twitter, Facebook etc

Tehelka
Asst Copy Editor

New Delhi
May 2014 to Dec 2016

One of India's leading national magazines.

Key responsibilities

- Writing fresh and original articles
- Editing and proofreading all copies
- Checking accuracy of all the copies
- Laying the content on the page
- Posting news articles on Twitter, Facebook etc
- Adding value to the copy

Onionlive
Copy Editor

Goa, India
Sept 2011 to March 2014

A comprehensive news portal.

Key responsibilities

- Preparing new articles
- Editing and proofreading all the reports
- Doing quality checks on all the copies
- Uploading content on the web using CMS
- Posting contents on Twitter, Facebook etc...
- Making company's presence felt on other Socio-networking platforms

Conares Metal Supply
Writer-cum-Proof Reader

Dubai, UAE
Dec 2010 to June 2011

One of Dubai's premier steel manufacturing firms.

Key responsibilities

- Preparing press releases, newsletter and brochures
- Maintaining good relations with media
- Checking official documents for grammatical errors
- Attending press conferences and interviewing corporate big wigs
- Preparing write ups on upcoming steel projects
- Making company's presence felt on Socio-networking platforms

Gowealthy Holdings
Creative Writer

Sharjah, UAE
April 2008 to August 2010

Dubai's leading real estate brokerage firm providing various property-related services.

Key responsibilities

- Writing travel articles and preparing write ups on real estate projects
- Preparing press releases, newsletter and banner captions
- Uploading news regularly on the website
- Attending press conferences and interviewing corporate big wigs
- Moderating forum and posting on other platforms like Facebook, Twitter etc...
- Routine proofreading and editorial assignments

Emirates Evening Post
Copy Editor

Dubai, UAE
Jan 2006 to April 2007

A tabloid giving a unique perspective to the lifestyle and culture of the UAE.

Key responsibilities

- Editing copies of agencies and independent reporters
- Rewriting releases to fit into the scheme of a tabloid
- Proofreading pages prior to publishing
- Designing the layout of pages,
- Site updation

Sahara Time
Sub Editor

Noida, UP, India
May 2003 to Dec 2003

A reputed media house in India with specialization in print and electronic domains.

Key responsibilities

- Editing reports of special correspondents
- Rewriting releases to suit Indian sensibilities
- Proofreading pages prior to publishing
- Designing the layout of pages
- Translating Hindi article to English

Tehelka.com
Sub Editor

Delhi, India
June 2001 to Nov 2002

A reputed portal in India to scale unprecedented heights in investigative journalism

Key responsibilities

- Editing reports of special correspondents
- Rewriting reports to enhance web traffic
- Proofreading pages prior to uploading
- Designing the layout of Web pages

Professional Training

**Indian Express
Internship**

Feb 2001 to March 2001

Professional Training by Indian Express, India.

Training includes:

- Editing copies according to layout
- Designing the pages of the daily
- Effective usage of pictures.
- Accessing image bank

Technical Skills

- ❖ Sound knowledge of Quark, Adobe Photoshop, InDesign and Wordpress
- ❖ Absolutely web savvy
- ❖ Working knowledge of creating HTML pages

Personal Details

Nationality : Indian

Date of Birth : 31-08-1974

Marital Status: Divorced

Languages : English, Hindi, Malayalam

Last Drawn Salary: INR 20,000

Expected Salary: 30-35,000 (negotiable)

Mother's name: Maya Nair

Father's name: MKC Nair

Sister's name: Devi Nair

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