

MD SANJUR ALAM

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CREATIVE WRITING / SCRIPTING / CONTENT WRITING

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

KEY SKILLS

- **Content Writing**
- **Research and Fact Checking**
- **Editing & Proofreading**
- **Teaching**

ACADEMIC DETAILS

- M.A. in History from CCS University, Meerut.
- BBA in Marketing from Punjab Technical University in 2014 with 60% marks.
- 12th from JNV Katihar, Bihar (CBSE Board) in 2010 with 79% marks.
- 10th from JNV Munger, Bihar (CBSE Board) in 2008 with 87% marks

EXTRA CURRICULAR ACTIVITIES

- Project on "Rajgir Tourism Website" as a 12th class project assigned in campus. The work is done under HTML and Web Development.
- Project on "Hotel Management System" based on VB language in 2010.
- Coordinator - Alumni Cell at JNV, MUNDLI, CUTTACK, ODISSA.

PERSONAL DETAILS

Date of Birth: 27th December 1992

Languages Known: English & Hindi

Mailing Address: KH No. 173, Gali no - 8, Wazirabad, Delhi - 110084

PROFILE SUMMARY

Nearly 5 years of experience in Content writing, proofreading, curating, editing and managing content both for Study Materials and Magazines. Expertise in quickly sizing up assignments, setting priorities, creating a timeline and delivering high quality content for multiple platforms within defined time frames. Leveraged knowledge of apposite set practices in creating content as per exam requirements for better performance and score. Excellent written and verbal communication skills; passion for keeping up-to-date with developments in the competitive exam- landscape.

WORK EXPERIENCE

June 2018-till date with Drishti Publications (Drishti IAS) PVT LTD, Delhi as Content writer.

December 2015 to May 2018 with KD Publications PVT LTD, Delhi as Content writer.

Teaching ICSC and CBSE students up to class 10 for KD Meditech.

Currently teaching online as an educator at Unacademy ICSC and CBSE students academic up to senior secondary.

- Writing, editing and proofreading content of Maths for Banking and others competitive exams both for magazine and weekly MODEL PRACTICE SETS.
- Translating contents of various study materials and model practice sets for various competitive exams such as Bank PO, SSC, RAILWAYS, UPSC and State exams.
- Writing contents for class materials-cum-practice set for various Maths Faculty of KD Publications and Drishti Publication Mukherjee Nagar, New Delhi.
- Ensuring continuous updation and proofreading of various books and sets practices related to various competitive exams such as SSC, Bank PO, RAILWAYS, UPSC and State exams.
- Working closely with the renowned author NEETU SINGH of "PLINTH TO PARAMOUNT" to produce various content for study and further sets practices.
- Strategized with faculty and team members to improve level and key learning outcomes. Acted as liaison between faculty and students.

Accomplishments:

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