

**KUSH KUMAR SRIVASTVA**  
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**Summary:**

- 15 Year experience in Media Sector, as a reporter in Electronics media, Sub-editor in web media, editor and sub-editor in print-media, camera knowledge and freelancer work as photographer and camera shoot.
- 8 Year Work Experience in Administrator Manager and / HR.
- 5 Year Experience Education Sector as a Assistance Professor.
- Also Having Experience in Admission Counselor.
- Having Experience in Organizing Program, Event Management.
- Knowing Knowledge about Quark Express, Photoshop, In Design.
- Ability to handle multiple tasks and a team.
- Ability to handle customer pressure.
- Superior skills of problem analysis with exceptional ability to follow project standards and procedures.
- Excellent academic background

**Experience:**

A competent professional with total more than 15+ Year of experience in Journalism I have excellent writing and communication skills. Currently working as a Administrator Manager in BN Degree College, Hardoi.

**WORK EXPERIENCE DETAILS**

**Company:** BN Degree College  
**Duration:** April 24 to at present  
**Job Profile:** Administrator Manager  
**Responsibility:**

1. University work: Overseeing day-to-day operations, ensuring smooth functioning, and making strategic decisions.
2. Affiliation: Handling partnerships, collaborations, and accreditation-related matters.
3. Scheduling interviews: Coordinating and organizing interviews for various purposes (e.g., admissions, recruitment, research).
4. Recruitment: Managing the hiring process, from advertising openings to onboarding new staff/faculty members.
5. Salary: Overseeing payroll, benefits, and compensation-related matters.

**Location:** Lucknow, Hardoi, Kanpur

**Company:** **RS Media Films Pvt. Ltd.**  
**Duration:** Jun 16 to Till Now  
**Job Profile:** Administrator Manager and Producer  
**Responsibility:** Organizing Program, Event Management Dealing with Recruitment an Administration  
**Location:** Lucknow.

**Company:** **FLemits**  
**Duration:** 17 April 23 to March 24  
**Job Profile:** Asst. professor  
**Responsibility:** Lecture for Graduation and Master student, dealing in Admission.  
**Location:** Lucknow.

**Company:** **Janloktra Hindi News Paper & web Portal**  
**Duration:** Dec13- Till Now  
**Job Profile:** Sub Editor  
**Responsibility:** Manage or Handle the Four Section in News Paper i.e. - Sport, Entertainment, Business/International, Local States news, designing on quark express for starting 2 years.  
**Location:** Lucknow.

**Company:** **Davinci Media College Chennai**  
**Duration:** Jan 13 to Nov 13  
**Job Profile:** Guest lecturer  
**Responsibility:** Teaching a Mass communication subject Print journalism  
**Location:** Chennai.

**Company:** **QISMS, Chennai**  
**Duration:** Jan13 to Nov13  
**Job Profile:** Guest Lecturer  
**Responsibility:** Teaching a Mass communication students, subject Media ethics.  
**Location:** Chennai

**Company:** **Dakshin Ki Raunak (Monthly Hindi News Paper) Print Media.**  
**Duration:** Oct12 –Nov 13  
**Job Profile:** Editor in Charge  
**Responsibilities:** Manage the Magazine, select the news for publishing, and deal all the content of newspaper.  
**Location:** Chennai.

**Company:** **Sahara Next, Aaj Ki Khabar (Web Media) Lucknow**  
**Duration:** July11– Oct 12  
**Job Profile:** Sub Editor Aaj Ki Khabar Hindi News Web Portal  
**Responsibilities:** I fulfill following responsibilities, handling the content of news and Web page.  
**Location:** Lucknow.

**Company:** Mauha News (Electronic Media) Lucknow  
**Duration:** March'11, June'11  
**Job Profile:** Internship as a Reporter  
**Responsibilities:** With my camera man I fulfill following responsibilities, Gather Beats, Daily visit to UP Enexy, covering political, social education entertainment, sport beats.  
**Location:** Lucknow.

**Company:** InstaPress, InstaBlog  
**Duration:** January'10 – January'14  
**Job Profile:** Free Lancing Writer  
**Article Written:** Around 120

**Company:** Regional Science City, Lucknow (UP)-INDIA.  
**Duration:** 15th June10 -15th July 10 [1 month]  
**Project:** Analyzed, gained understanding and documented the various level of communication to transform the science temper to the visitor.  
**Team Size:** 15  
**Roles & Responsibilities:** Analysis, Functional Understanding of the various level of communication &technology and submission of final report on them

Year	Course	Board/university	Percentage
2003	X	CBSE	65%
2005	XII	ISC	60%
2009	B.S.C	Lucknow University	50%
2011	M.S.C	Lucknow University	59%

#### **ACADEMIC QUALIFICTION:**

#### **SKILLS/TECHNICAL EXPOSURE**

**Media:** Gathering News beats, covering conferences with Camera Man, Advertisement knowledge, Media Planning, News Reader, Anchoring, reporting Sub Editor in web media.

**Other Skills:** Media Planning, Institutional Advertisement, Public relation, Graphical Design, Popular Communication System (FM, AM, E-mail) Script Writing, Shooting Script, Scene play. Editing & Production Software: Quark Express, Photoshop, Page maker, Coral Draw

**Operating System:** MS-XP, MS- Windows2000, 98

**MS Office Tools:** MSWORD, PowerPoint

**Typing:** Hindi & English

### **ACHIEVEMENTS/PARTICIPATIONS**

- Completing 4th month tanning in Mauha New, Lucknow in Lucknow as a reporter.
- Presented the Science Program Representing on PowerPoint presentation on recycle of waste, in Regional Science Center in 2010.
- Completed the Project "Pollution monitoring with the help of lichens" in NBRI Lucknow in 2004.

### **HOBBIES/INTEREST**

Football, Volleyball, Chess, Lawn-Tennis, Reading, Cricket, Story Writing, Badminton,  
Watching Lawn Tennis, Story Writing. Politics, News Awareness,

### **DECLARATION:**

I hereby declare that all the statements mention on above are true as per my knowledge.

**Place:** Lucknow.

**(Kush Kumar Srivastava)**