

# Anuradha SHARMA



Recent MA.EMA Post- Graduate candidate looking to apply for the role of \_\_\_\_\_ at \_\_\_\_\_. Extremely determined to work in dynamic environments that fosters creativity and innovation, where I can gain exposure to various aspects of advertising & marketing from experienced professionals with ultimate goal of becoming a successful advertising executive.

## Education:

March 2016

- SSC examination from maharashtra state board of secondary and higher secondary education, pune.

February 2018

- HSC examination from maharashtra state board of secondary and higher secondary education, pune.

Year 2018 -2021

- BMM (Bachelors of Mass Media) from ramniranjan jhunjhunwala college of arts,science and commerce

Year 2021-2023

- MA.EMA(Masters of Arts in Entertainment, Media and Advertising) from sk somaiya college of arts, science and commerce

## Extracurricular Activities:

2018-2019

Social media management member of college feast

- Created content with latest social media trends.
- Posted content across social media accounts.
- Engaged with audience on different social media platforms ( Facebook, Instagram, YouTube).
- Planned, developed, and analysed social media campaigns.

## Project:

Research Project

Somaiya Vidyavihar University

2022-2023

- "Analysing Film Techniques Between Classic and Modern Horror Films from Bollywood: A Qualitative Study.

## Contact:

📞 9619039981

✉ anuradhasharmakedar@gmail.com

📍 Mumbai, Maharashtra, India

## Soft Skills :

- Excellent communication skills
- Good listening skills
- Problem solving abilities
- Creative thinking
- Decision making
- Research skills
- Time management
- Hardworking

## Technical Skills:

- Basic computer knowledge (Microsoft Word, Excel, PowerPoint etc).
- Basic knowledge of video creation like shooting, framing, writing and editing.
- Basic knowledge of designing and managing social media accounts.

## Certification:

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- Basic elements of design: Design principles & software overview certificate (2020) ; Online course - Coursera.
- Graphic elements of Design: Colour theory and image format certificate (2020) ; Online course - Coursera.
- Textual elements of Design: Font style, typography and spacing certificate (2020) ; Online course - Coursera.
- Print and digital elements of design: Branding and user experience certificate (2020); Online course - Coursera.
- Fundamental of film making certificate (2021); Online course - Ramniranjan jhunjhunwala college of arts, science and commerce.

## Interests:

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- Playing Batminton
- Cooking
- Listing Music
- Dancing
- Reading

## Personal Information:

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- Nationality : Indian
- Sex : Female
- DOB : 02 Oct 2000
- Marital Status : Single
- Language Known : English, Hindi, Marathi
- Address : E/19 New Hansa Sagar Building, Govardhan Nagar, LBS Road, Mulund (West), Mumbai 400080

## Declaration:

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I hereby certify that the above given data are true & correct to best of my knowledge and belief.

PLACE :  
Mumbai, Maharashtra

SIGNATURE:

**ANURADHA SHARMA**

E/19 New Hansa Sagar Building, Govardhan Nagar,

LBS Road, Mulund (West), Mumbai 400080

E - Mail: anuradhasharmakedar@gmail.com

Contact No: 9619039981

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Respected Sir/Ma'am,

I am writing to express my strong interest in the [Position Title] position at [Company Name]. As a recent graduate with an MA.EMA Degree from SK Somaiya College, I am eager to begin my career and contribute my skills and enthusiasm to your esteemed organization.

During my academic journey, I developed a solid foundation in Microsoft Word, Excel, PowerPoint, Designing, Managing social media accounts and Knowledge of video creation like shooting, framing, writing, and editing through my coursework and hands-on projects. My passion for the media and advertising industry has driven me to stay abreast of the latest trends and technologies, ensuring that I am equipped with the necessary knowledge to excel in this role.

Although my professional experience is limited, I have actively sought opportunities to gain practical experience and enhance my skill set. Through extracurricular activities, I have honed my social media management skills while working effectively in team-oriented environments. These experiences have taught me to engage with audience on different social media platforms, how to post content across different social media accounts, creating content with latest social media trends, and planning, developing and analyzing social media campaign.

What sets me apart is my strong problem-solving abilities and analytical mindset. I possess a keen eye for detail and a systematic approach to resolving challenges. I am confident that my problem-solving skills, combined with my eagerness to learn and grow, make me an ideal candidate for the [Position Title] role.

Furthermore, I am hardworking, reliable, and have a strong work ethic. I thrive in fast-paced environments and am adept in communication skills, creative thinking, decision-making, and managing multiple tasks while maintaining a high level of accuracy and efficiency. I am eager to apply my knowledge and contribute to the goals and objectives of [Company Name].

I would welcome the opportunity to discuss how my skills and qualifications align with the requirements of the [Position Title] position. I have attached my resume for your review, which provides further details on my educational background and relevant experiences.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company Name]. Please feel free to contact me at your convenience to arrange an interview.

Sincerely,

Anuradha Sharma