

## **Tuhina Malhotra**

### **Permanent address:**

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**Date of birth:** 31 May 1996

### **CAREER OBJECTIVE**

I wish to take-up a challenging assignment which would facilitate optimum utilization and application of my skill sets as well as my professional educational background.

### **TEACHER TRAINING PROGRAMMES**

1. Kendriya Vidyalaya, Pushp Vihar – Saket, New Delhi – Delhi  
(August – November 2022)
  - Class XI – English, Geography and Business Studies
  - Class IX – English and Political Science
  - Class VIII – English and Geography
  - Class VII – English, History and Civics
  - Class V – English and Science
  - Class I – English
2. Khul Ke Jiyo Foundation, Yamuna Bank Metro Station, Delhi  
(May – July 2022)
  - Class VIII – English and Geography
  - Class VI – English and History
  - Class V – English and Hindi
  - Class III – English

### **TEACHING PROJECTS**

1. Tutored house-help's daughter for 2 consecutive years; English & Social Science for class VII & VIII (2017-2019)
2. Personal tuition provided to neighbor's child for 1 year; English & Business Studies for class XII (2015-2016)

## CAREER SUMMARY

### **Yellow Class** – Gurugram, Haryana

Content Writer

*June – August 2021*

- Writing various program/class descriptions.
- Editing social media copies for Instagram, Facebook & YouTube.
- Setting monthly activity calendar.

### **fables** – Gurugram, Haryana

Content Writer, Client Servicing Associate & Social Media Associate

*February 2020 – March 2021*

- Writing and editing content for various clients:
  - Internal communication includes newsletters, notification mails, festivity invites, and greetings.
  - External Communication comprises of product launch descriptions, social media copies, banners and notices, and program invites.
- Client management tasks include grievance management, and scheduling C2C meetings.
- Handling various social media accounts of a client; competition tracking, creating post schedule, posting and promotion, and campaign curation.

### **Careers360** – Gurugram, Haryana

Content Writer

*June – August 2019*

- Writing articles & blogs for Law domain.
- Editing voiceover scripts.
- Responding to 50 Quora questions per day.

## INTERNSHIPS & VOLUNTEER WORK

INTERNSHIPS	VOLUNTEER WORK
1. <b>ANJ Creations Pvt. Ltd.</b> Safdarjung Enclave, New Delhi Content Writer Intern November 2019 – January 2020	1. Back stage duty – International Women in Advertising, Radio and Television Film Festival 2018
2. <b>DigitallyNext Pvt. Ltd.</b> Uday Park – Green Park, New Delhi Social Media Intern; May – June 2018	2. Student management duty at Inter-Faith Harmony Week by Amity University, Noida 2018
3. <b>Umeed for Animals Foundation</b> Gurgaon, Haryana Adoption services intern May – June 2016	3. Stall management – Chatori Galliyaan Food Fest 2018
	4. Celebrity assistance – EduFest by Times of India 2017
	5. Event coverage for Instagram & Snapchat stories – Bollywood Music Project 2017

## EDUCATIONAL HISTORY

- **Bachelors of Education** – Amity Institute of Education  
Amity University, Noida – U.P. (2021- 2023)
- **Masters in Journalism and Mass Communication** – Amity School of Communication  
Amity University, Noida – U.P. (2017- 2019)
- **Bachelors in English Honors** – Department of English  
The IIS University, Jaipur – Rajasthan (2014- 2017)
- **Class XII** – Commerce with Commercial Arts  
India International School, Jaipur – Rajasthan (2013- 2014)

## CERTIFICATIONS

1. Behavioral Science Course (2018) – Amity University, Noida
2. Foreign Language Course – Level I (2018) – Amity University, Noida
3. English and Communication Skills (2017) – Amity University, Noida
4. Counseling and Guidance (2014) – The IIS University, Jaipur

## ROLES & RESPONSIBILITIES

1. Campus Placement Coordinator for MJMC 2017-19
2. Class Representative for MJMC 2017-19
3. Campus Representative for Turning Stones Pvt. Ltd. (2018)
4. Vice-Captain of ASCO Handball Team at Sangathan (2017)

## CLUBS & COMMITTEES

1. Member of **Cultural Club**  
Amity Institute of Education, Amity University – Noida (2021- 23)
2. Member of **International Student Exchange Committee**  
Amity School of Education – Noida (2018-19)

## FAMILY BACKGROUND

Father	Dr. Girish Malhotra Rtd. Geologist
Mother	Mrs. Veena Malhotra Homemaker