**Anesha Zaman**

Contact No: +91-9899527866

E-mail: anesha.v@gmail.com

**Career Objective**

To acquire new skills and knowledge and use them along with the existing ones, in a way that it contributes to the growth of the organization and for my career as well.

**Present Organizational Details**

**Worked with Process Nine Technologies Pvt. Ltd. ( Aug 27, 2014 - March 5, 2015)**

**Designation:** Language Specialist.

**Responsibilities Entrusted:**

1. Responsibilities include, Content writing and translation of brands & Product for E commerce website Snapdeal, Flipkart and Gionee Mobile Application, Medical Automobile, Tour & Travel, Movies Subtitle, Songs.
2. Besides Translation, Proof reading , content writing & editing for company, Journals and reports for clients.
3. Quality check for client data and team handling .

**Previous Employments**

1. **Worked with Vayam Technologies Ltd. (Formerly iBilt Technologies Ltd) .**

**( May 2010 - August 2014. )**

**Designation:** Content Writer &Translator.

**Company deputed at the Client site of the Ministry of Tribal Affairs.**

**Responsibilities Entrusted:**

1. Responsibilities include, Content writing for Preparing Profile and Annual reports of Ministry in Hindi language and Translation of Documents including Advertisements of the Ministry (from English to Hindi & Vice Versa).
2. Assistance in the processing and development of the web based implementation of the monitoring application of the ongoing Monitoring of the NGO run Projects of Ministry of Tribal Affairs.
3. Development of Web based content writing for preparing website of Ministry of Tribal Affairs in Hindi language
4. Support to the Ministry and Vayam team in preparation of **Strategic Plan** for the Ministry of Tribal Affairs for year 2012-17, as per the guideline of Performance Management Division. My role was to collect and compile data and statistics from the states and to organize it in a presentable form.
5. Back office support to the Project “Concurrent Monitoring/ Evaluation of Projects run by the Ministry of Tribal Affairs through Voluntary Organisations (VOs) / Non- Governmental Organisations (NGOs) across 26 states” implemented by Vayam Technologies.
6. **Jain Studios Limited (Scindia Villa) Delhi (March 2009- April 2010).**

**Designation:** Assistant Producer and Voice over Artist for Khabren Kheti ki, Krishi

 Darshan(Doordarshan)

1. **Film production House: C U Films. (Jan 2007- Feb 2009).**

 **Designation:** Content writer, Proof reader and translator.

**Project Undertaken:** Written stories on Kinnars, Eve-Teasing and 26/11 terror attackin Mumbai.

**Other Projects**

* Presently working with **Pie Multilingual Research Study** Since March 9.As a Transcripter.On the project of Political Fraud on Land.
* Worked as a freelance Content Developer and Content writer with **Mahanidhi Solutions** ( March 13 – 17, 2015) on the project of Hotel management Study materials. Created PPT and training manuals for students.
* Worked as a freelance Hindi Translator with **Laurus EduTech** (January 2015- February 2015) on the project of MORD\_Helper Electrician\_Partcipant Book.
* Worked with **Marwadi Sambandh.com** online marriage portal as a freelance Translator.(2013-14)
* As a Freelancer worked with **Perfect Vision Hospital**.(2011)
* Worked as Freelance- Script writer, Translator and other production work for a documentary on “Disability” for **World Vision** India,with Avtaar Media group (2011-2012)
* Translated books of Astrology written by **Pandit Prem Kumar Sharma**. (2011)
* Written Scripts for documentaries for Doordarshan, on diverse topics - Education, Women empowerment, Child labour, Culture of NorthIndia, Child abuse,Health,Dessert, Mountain and island.

**Academic Projects / Internships**

* Worked as a coordinator in Rajeev Gandhi Foundation (People’s forum) programs.
* Made Cartoons for People’s forum as a cartoonist.

 **Education**

2011-2012 Post Graduate Diploma in Mass Communication from Guru Jambheshwar University, Hisar, Haryana

2008 Graduation in Mass Communication From Guru Jambheshwar University, Hisar Haryana

2005 Senior Secondary School Examination from C.B.S.E Board, Delhi

2002 Secondary School Examination from Haryana School Examination Board, Haryana

**Extra Curricular Activities**

Represented College at National Level in Street plays in years 2006 and 2007.

**Personal Details**

Husband’s Name : M. F. Zaman

Address F-2C Abul fazal Enclave 1, Jamia Nagar,

 Okhla ,New Delhi-110025.

Date of Birth : 10th January 1987

Marital Status : Married

Languages Known: English & Hindi

Hobbies : Scripting and Reading.

**Date :**

**Place: Anesha Zaman**