

Introduction

I have worked as a freelance bengali Copy Editor, Translator and Content Writer with different organizations, also maintain my personal youtube channel. I have even written for different web magazines and constantly looking for opportunities to share my views with the world. Skilled in Web Content Writing, Strategic Planning, Blogging, Microsoft Office, and Research. Strong media and communication professional with a Postgraduate Diploma focused in Mass Communication from Jadavpur University, Kolkata. Ability to work with sensitive information in a professional and confidential manner.

- Interested in work from home basis as Content writer/Copy Editor/ Subtitle translator/ Blogger/Translator.
- Proven ability to work under pressure and to tight deadlines
- Ability to multi-task and work on several initiatives at one time
- Analytical skills, Computing, , Methodical, Adaptable
- Ability to work accurately with close attention to detail.

Work Summery

Copy Editor/Content Writer

- Writing website contents, articles, story and blogs in **www.kolkatapanda.com**

<https://www.kolkatapanda.com/post/kolkatapanda-news-shantaram-richard-roxburgh-radhika-apte-to-co-star-in-apple-series>

<https://www.kolkatapanda.com/post/ex-kindergarten-teacher-lists-5-reasons-why-she-quit-her-job-gets-271k-likes>

<https://www.kolkatapanda.com/post/kolkatapanda-story-daughter>

Subtitle Translator

- Working as a freelance subtitle translator for web series in **Netflix and BBC (Dr. WHO, Downtown Abbey)**
- Translator at **www.multibhashi.com**
- Specifically translate form English to Bengali.
- Communicate with project coordinator and team member while working on correlation project.

smitalika@gmail.com

Contact- 9163456796

Education

- Post Graduate Diploma in Journalism.(Jadavpur University)
- M.A. in Political Science from University of Burdwan (2002)
- B.A. in Political Science University of Burdwan (2000)
- Higher Secondary WB Board (1997)
- School Final WB Board (1995)

- Copy Editing/content writing
- Expert in Bengali translation
- MS-Word
- Excel
- Power Point
- Internet Access
- Video Editing for YouTube

Video Blogger (Youtube)

- Produce, edit and post video content regularly on Indian food.
- <https://www.youtube.com/channel/UCrv-IFSY4zoOhsbx13puLIQ>
- <https://www.youtube.com/watch?v=A7-s6RI1Q7A&list=PLVypFfYwKaCrR5su9ZkUd8KHIGtQpAXnH>

Project Coordinator (Bunon India)

- Specially work with Kantha Stitch worker.
- Other specializing area is handicrafts for domestic woman.
- To reach out those handmade crafts to the potential buyers.

Development Coordinator (SPAR)

- To work in close coordination with programme manager of knowledge desk.
- Preparation of advocacy papers on different issues and ensure timely reporting.
- Participating in various training and workshops organized by knowledge desk and facilitating.
- Prepare IEC materials for the use of various purpose of the organization.
- Prepare contents for the issue based publication of the organization.

Production Associate/Copy Editor (ETV Bangla)

- Responsible for producing and formatting news by coordinating appropriate news material available from all sources
- Perform the tasks of managing and supervising news staff in editing, writing and reporting
- Handle responsibilities of preparing a list of visual materials for integrating within the news program format.
- Perform the tasks of creating and producing energetic, interesting, and important newscasts with proper pace, flow and detail.
- Perform the tasks to write news in a clear and comprehensive manner for multiple platforms.
- Responsible to enhance content of the rundown with video, graphics, and station branding.
- Coordinate with anchor, other producers on production needs.

Personal Information

Date of Birth : 19.07.1980 Sex : Female Marital Status : Married Husband's Name : Debasish Dey Nationality : Indian Address : H/O Debaprasad Dey/Lila Dey West Jagtala (Nr Church) Maheshtala, Kolkata-700141 West Bengal