**Yasmin Sultana**

1548, Sector 46

Gurgaon, Haryana

Email: yasminsultana1989@gmail.comMobile no: 09911637743

**Personal Summary**
A responsible and committed journalist and self motivated Translator who displays an ability to write balanced, informative and interesting stories that give all involved parties an opportunity to have their say. A quick learner who can absorb new ideas and can communicate clearly and effectively. Possessing excellent bonding skills and an enquiring mind that helps to win over the confidence of people.

**Employment History**

Working as Staff Reporter(New Delhi) in Janasadharan Printing & Publishers Pvt Ltd, since May 2009

Address: Industrial Estate, 26/27 Bamunimaidam, Guwahati 21.

Responsibilities:

* More than six years experience in translating.
* Excellent proficiency in both English and Assamese.
* Proven excellent written English and Assamese. .
* Proven ability to translate complicated texts.
* Excellent communication and presentation skills in both Assamese and English.
*  Excellent team working abilities together with an innate    diplomacy.
*  Excellent computer skills (MS Office, Word, Access, Excel,    Power Point).
*  Highly motivated and results oriented with the ability to plan    ahead.
* Writing features and news stories and then submitting them to the editor before publication.
* Contacting victims of crime and persons who may have a news story.
* Following up leads for potential new stories.
* Coming up with catchy headings for features.
* Attending press launches, meetings and conferences etc.
* Covered a range of areas (e.g., news, education, healthcare) as a full-time general assignment reporter.
* Reporting on Govt. schemes for development of North East India.
* Doing exclusive stories on human rights violations, consumer rights.
* Done stories on women empowerment, child abuse & minority issues.
* Editing news contents.

**Computer Proficiency**

Operating System : Win XP, Win Vista, Win 7, Win 8

Applications : MS Office.

**Academic Qualification**

* Graduation (English Literature) in 2010, from Dibrugarh Univercity.
* HS in 2007, from Assam Higher Secondary Education Council, Bokakhat.
* Matriculation in 2005 from Secondary Education Board of Assam.

**Personal Particulars**

Father’s Name : Md. Ahshan Ullah

Date of Birth : 05th June 1989
Languages Known : English, Hindi, Assamesse & Bangla

Nationality : Indian

Marital Status : Married

**References** - Available on request.

 **Yasmin Sultana**