

# SAMIKHYA BEHERA

## Editorial Project in charge

### Cioreview

Jajpur Town, Jajpur, Odisha-755007

Mob: +91-7978502801

Email: samikshyabehera@gmail.com

## Hands on Experience:

### Project Management

- Managed all areas of magazine from articles to deadline.
- Managed contents based on editorial Agenda.
- Was responsible for quality control.
- Designed and scheduled new projects according to the market need.

### Business Research

- Conducted extensive researches on Modern Businesses.
- Conducted interviews with CEOs.

### Training

- Conducted boot camp for writers.
- Trained new recruits.
- Designing Trainings.

## Skills:

- Ability to quickly adopt new project environment.
- Good interpersonal skills and good team player.
- Ability to multi-task under pressure and work independently with minimal supervision.

## Other Interests:

- Event Organizing
- Cycling
- Dancing

## Personal Details:

DOB 08.03.1994

Marital status Married

## Objective

*To work myself out to the level of the employer's satisfaction with an urge to grow professionally as an employee. I have constantly put myself in situations in which I have demonstrated my leadership and management abilities. These invaluable experiences have elucidated my career goals, and I look forward to the challenges that lie ahead in my future work environments.*

## Area Of Interests:

- Project management
- Magazine Layout
- Client Handling

## Professional Experience:

January 2018 – **Project in charge**

Till date

Cioreview

- Having check on the magazine quality to ensure there were no errors.
- Conducting magazine delivery meetings and boot camps for the writers and editors.
- Preparing and finalizing the layouts for the magazines.
- Scheduling the projects and taking decision on print and online deadline.
- Worked closely with CEO and Managing editor to solve managerial issues.
- Preparing listing details for "Top most companies & booming startups"
- Proofreading for magazines before printing and publishing.
- Manage magazines and serve as primary liaison between multiple internal groups to ensure clarity of goals and adherence to deadlines.
- Managing customer expectations and delivering exceptional results built on extensive industry knowledge and ability.
- Extensive experiences in monitoring and tracking of client feedback.

## Education:

2012 – 2016 **BTech. Computer science Eng. (BPUT)**

2010 – 2012 **Intermediate (CHSE Board)**

2010 – 2012 **HSE (CBSE Board)**