

RESUME

YALAVARTHI JETHENDRA

Contact No : 9440267879

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Profile Summary :

Experienced Content Writer/Editor with a demonstrated history of working in the print and digital media industry. Skilled in Content Writing, Translation, Editing, Content Operations, and Content Management Systems (CMS). Strong media and communication professional with a Master of Business Administration –MBA, having awareness in current affairs politics, PG Diploma in Multimedia journalism from Eenadu Journalism School.

Objective:

To seek a classic opportunity for serving in your esteemed organization and proving myself as worthy being part of the organization.

Work Experience :

Designation: Content Editor

Organization's Name: Eenadu Digital

Duration: December 2015 – till date

Responsibility:

- Screen the drafted articles, edit the contents to provide better reading materials to readers.
- Research and verify accuracy of facts in written data, make corrections in case of false or exaggerated contents within documents.
- Compile data from different sources and prepare a summarized report.
- Plan policies and perform other required actions to improve data quality and coverage.
- Use different content metrics to evaluate the readability, purposefulness, expressions, and the ability to make an impact on the reader of the contents.
- Plan policies and perform other required actions to improve data quality and coverage.
- Use different content metrics to evaluate the readability, purposefulness, expressions and the ability to make an impact on the reader of the contents.

Educational Qualifications :

- Post graduation MBA(finance,marketing), from JNTU-Siddhartha Institute of Engineering &Technology 2012-2015 Hyderabad with 74%.
- Graduation (BSC)- Maths, Electronics,Computer science from ANU-ASN



degree college, Tenali, AP 2009-2012, With 68%.

- PG Diploma in Multimedia Journalism from Eenadu Journalism School.
- Intermediate- Mathematics, Physics and Chemistry, Board of Intermediate, AP 2007-2009 With 73%.
- S.S.C Board of Secondary School Education, A.P. March-2007, With 82%.

Personal Skills & Attributes :

- Computer skills (MS Office, Internet, Basics of Computer, Email Writing, Documentation etc.)
- Operations management and coordination works
- Organizational skills with strong Communication skills.
- Leadership qualities and team management with analytical thinking.
- Commitment & confident to do any work.
- Hardworking with continuous learning process.
- Self motivated and dedication to work with perfect time management.

Personal Information :

Full Name : YALAVARTHI JETHENDRA
Father's Name : Y.SYAM PRASAD
Date of Birth : 16-08-1992
Marital status : Single
Languages Known : Telugu, English & Hindi.
Permanent Address : D.NO 2-89, Donepudi, Kolluru(M),
Guntur(D), AP, Pin.522324.
Present Address : Vanasthalipuram, Hyderabad

Declaration :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Hyderabad

Date :

