

CURRICULAM VITAE

C.K. PRAVEEN

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CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

ACADEMIC BACKGROUND

Bachelor of Commerce	University Of Kerala
Post Graduate Diploma in Journalism	BharathiyaVidhyaBhavan
Diploma in Still Photography	Kerala Government Technical Education
Videography	ShramikVidyaPeeth IHRD Government of India,Approved by University of Kerala

STRENGTH

Good Communication and Analytical Skills

Perseverance and fast enthusiastic

Highly committed and involved in any assignment that I take up

Has the motivation to take independent as well as ability to contribute and be a

Productive Team Member

PROFESSIONAL EXPERIENCE

Organization :Paurasthya Heritage Consultancy LLP

Designation : Media Orgainizer

Duration : January 2020 to Continue..

- Organizing and Co-ordinating Media relations
- Controlling Operations of publications of Parurasthya.
- Head of Online Media of Paurasthya (Thanma Tv Youtube Channel)

Organization :AranmulaVasthuVidyaGurukulam

Government of Kerala

Designation : Public Relations Officer

Duration : January 2018 to December 2019

- Maintaining and Managing the Media relations of VV G.
- Managing Media Publicity through Documentaries & Advertisement
- Ensuring proper documentation of news and articleWriting article and news related with V V G

Organization :MSM Group of Companies Qatar

Designation : Administrative Officer cum Camp Manager

Duration : July 2012 to to December 2017

- Giving administrative support to the managing director
- Supervising all work activities in focus to progress of the Company
 - Report to the managing director about the progress in works Undertaken by the company
 - Investigating and resolving the problems and issues inside the Camp.
 - Fleet Maintenance Management
 - Providing rooms for workers from different Nationalities.
 - Supervising day to day activities of staff worked inside the Camp
 - Preparing monthly reports pertaining to finance required for maintaining Camp Infrastructure and facilities.
 - Supervising day to day work performance of staffs
 - Controlling and checking log book of company vehicles used by drivers for various purpose of the group

Organization : Kerala State Poultry Development Corporation (KEPCO)

Designation : Public Relations Officer

Duration : November 2009 to July 2012

- Maintaining and Managing the Media relations of KSPDC
- Writing articles and news related with KSPDC
- Managing Publicity through Documentaries& Advertisements
- Always concentrate for the betterment of the Organization
- Ensuring proper documentation of news and articles of the institution

Organization :Veekshanam Daily (Malayalam News Paper)

Designation : Staff Correspondent

Duration : November 2006 to July 2008

- Research topics and stories that an editor or news director has assigned to them
- Interview people who have information, analysis,or opinions about a story or article
- Write news related articles for news papers, magazines
- Reporting functions, Legislative Assembly, cabinet briefing etc

Worked as Programme Producer in Surya TV 2002-2006

Designation : Programme Producer

Duration : December 2002 to August 2006

- Organizing production personnel, coordinating set construction,
- Operating a teleprompter, supervising lighting and camera angles
- Preparing shooting plan, fixing location, editing scripts
- Supervising dubbing, mixing, editing studio works
- Making promo videos, montage, graphics with the help of supporting production crew
- Operational duties such as generating financial reports or status updates

PRESONAL DETAILS

- Father's Name : S. Chandrasekharan Nair
- Mother's Name : S Krishnakumari
- Sex : Male
- Date of Birth : 05/09/1979
- Nationality : Indian
- Religion & Caste : Hindu, Nair
- Marital Status : Married
- Languages Known : Malayalam, English & Hindi
- Hobbies : Music, Photography, Current Affairs
- Passport No : J7927360
- Address : C K Praveen
T.C. 76/1460(1), Hariharam
Pulotu Lane, Kadakampally,
Anayara PO, Thiruvananthapuram-695029

REFERENCE

Mr. J. Ajithkumar
Consultant Editor
Mangalam Television,
Thiruvananthapuram, Kerala
Phone: 0091 9947265346

Mr. T K. Karunadas
Ex. Director,
Vasthu Vidya Gurukulam,
Government of Kerala
Aranmula, Pathanamthitta, Kerala
Phone: 0091 8086762939

Thank You

Yours Sincerely

Praveen C K