Preeti Wilkins

House no. 1, "My Lords Cottage", Behind Hanuman Temple, Uttan Road, Bhayandar (W) Thane- 401106

OBJECTIVE:

Aspiring for a position wherein I can proactively contribute to the development of the organization, build professional expertise and seek career growth by leveraging my background, past experience and interests whilst working in tandem with various teams across the organization.

WORK EXPERIENCE:

Current:

Organisation: Freelancer

Tenure: June, 2017 – September, 2021

Job Profile:

- Seo, keyword writing, keyword planning
- Social media posting

PREVIOUS

Organization: Stream Global Services **Tenure:** December 2010- February 2012

Designation: Technical Customer Support Agent

Job Profile:

Troubleshooting HP desktopsSolving customer queries

ACHIEVEMENTS:

- Google ads certification
- Google analytics certification
- Have been a part of various events as event manager

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication skills.
- Basic skills to use WordPress CMS.
- SEO in WordPress.
- Basic skills on Google Adwords.

- Can create content according to client requirement and industry standard.
- Pleasant personality with a positive attitude.
- Excellent coordination skills.
- Can keep a tab on the rapidly updating trends on social media.
- Ability to rapidly build relationships and earn trust.
- Capable of working in stressful & in pressure situations.
- Technology savvy and Quick Learner.

PERSONAL PROFILE:

Educational Qualification:

- Diploma in Advanced Digital Marketing
- Bachelor in Commerce- Thiruvallur, Tamilnadu
- HSC Mother Mary's Junior College Mumbai
- SSC Father Joseph's English High School, Pune Board.

LANGUAGES:

- Excellent knowledge of English, Hindi and Marathi.
- Basic knowledge of Tamil.

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Date of Birth: 11th May 1988

Marital Status: Single

It will be a pleasant opportunity to be able to work with your esteemed organization!