

SREEJA KONAR

West Bengal, India | (91) 7047277436 | sreejakonar13@gmail.com |

Motivated and detail-oriented postgraduate in English Literature with a passion for content creation, writing, and creative expression. Skilled in crafting engaging, well-researched, and audience-focused content. Eager to build a career in content writing, editing, and digital communication with opportunities to apply literary insight and creativity in professional contexts.

| Degree | Institution | Year of Completion | Specialization |
|---------------------------------------|---|--------------------|--------------------|
| Master of Arts (English Literature) | Michael Madhusudan Memorial College, Durgapur | 2023 | English Literature |
| Bachelor of Arts (English Literature) | Michael Madhusudan Memorial College, Durgapur | 2021 | English Literature |
| ISC (Class 12) | Beachwood School, Durgapur | 2018 | Humanities |
| ICSE (Class 10) | Beachwood School, Durgapur | 2016 | General Education |

EXPERIENCE

JOB TITLE | COMPANY | LOCATION

March 20XX – Present

- Provide accounting services for individuals and businesses in a mid-sized firm
- Specialize in income tax preparation, audit support, and financial statement preparation
- Manage pro forma budgeting, general ledger accounting, and bank reconciliation

SKILLS

- Creative and Academic Writing
- Content Development and Editing
- Research and Analysis
- Communication and Presentation Skills
- Time Management and Organization
- Adaptability and Team Collaboration

INTERESTS

- Content Writing:** Blogging, article writing, creative storytelling
- Freelancing:** Exploring diverse writing projects and client-based assignments

HOBBIES

- **Drawing & Sketching:** Trained artist with formal exams completed till 7th year
- **Dancing:** Completed training and exams up to the 4th year

WORKING EXPERIENCE:

Recently Working as Content Writer at Fiverr