

# 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