

SOUMYA DAS

1266, Ostad Aamir Ali Khan Sarani

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OBJECTIVE

To learn and function effectively in an organization and be able to deliver to the bottom-line.
To constantly upgrade my knowledge and skills and make a difference in whatever I do.

EDUCATIONAL PROFILE

School/College	Board/University	Year	Standard	%age
Bokaro Steel City College	Vinoba Bhave University	2008	3 rd Year	60%
Kendriya Vidyalaya, Farakka	C.B.S.E	2004	12 th	59%
Kendriya Vidyalaya, Farakka	C.B.S.E	2002	10 th	45%

- Stream : Arts
- Specialization : English (Hons) Graduate.
- Other Specialization : 1 Year Advance Diploma Certificate in Business System Information Management from NIIT.

6 Months Certificate in Oracle from NIIT.

3 Months Certificate in Digital Marketing Training from Advanced Institute of Digital Marketing (AIDM).

SOFTWARE SKILLS

- Applications : Internet Basics & MS OFFICE

- Skills: Technical Writing, Creative Writing, News Writing, Copywriting, Proofreading, Editing, SEO (off-Page), Keyword Research, Keyword Analysis, Google Analytics, and Project Coordination.
- Soft Skills : Team Handling, Problem Solving, Decision Making, Teamwork, Time Management, Communication.
- Extra Added Skills : Video Editor, Video Converter, Canva, Video Maker, Photo Editor, Image Converter, Collage Maker, Feedly, and Buffer.

Practical Exposure

- I have 2 years and 4 months of job experience as a Content Writer cum Technical Coordinator at Buzzify Media Pvt. Ltd. from (September 2010 – January 2013).

Job Description: Maintaining and preparing worksheets for Content Writers, Web Designers and Web Developers. Reporting to the manager about the work progress on a daily basis and maintaining the performance chart of all the executives. I was also involved into Content Writing.

- I have 1 year of job experience as a SEO Executive trainee at Brainware Pvt. Ltd. from (February 2014 – February 2015).

Job Description: Learning the basics of SEO and also applying them on live projects. I was also involved into writing different types of content for the domestic clients on a daily basis.

- I also have 1 year and 3 months of job experience as a Content Writer cum SEO Executive at Adeeba-E-Services Pvt. Ltd. from (March 2015 – June 2016).

Job Description: My job was to write different types of content for both in-house purpose and overseas clients. I also provided my services to my company as a SEO (Off-Page) Executive for the first time in my career.

- I have 2 years and 4 months of job experience as a Content Writer at Esolz Technologies Pvt. Ltd. from (July 2016 – November 2018).

Job Description: My primary responsibility was to write dynamic content for overseas clients on various products and services. For the first time I have started writing technical content for IT related products and services. It was a great learning experience for me.

- I have 2 years and 3 months of job experience as a Senior Content Writer at RC Hobbytech Pvt. Ltd. from (December 2018 – March 2021).

Job Description: My job was to look after my team of Content Writers which had 5 members and work along with them to write technical cum marketing content to promote our company in different online platforms. I was providing tasks to my team members on the first working day of the week and analyze their performance at the end of the week. As well as reporting to manager once in a week regarding the performance of my team and my own productivity was a crucial responsibility on me.

- I also have 2 years and 7 months of job experience as a Senior Content Writer and Copywriter at First Rite IT Services Pvt. Ltd. from (August 2021 – February 2024).

Job Description: My job was to develop different types of content, create innovative content strategies, edit, proofread, copywriting, and write content as well. I also had to look after my team, which includes three content writers, and analyze their performance based on the tasks provided to them. And as a senior content writer, I also had to report to my digital marketing manager about the performance of my team at the end of the week. I also had to attend meetings with the CEO of the company whenever it was necessary or take crucial inputs about the projects.

PERSONAL INFORMATION

- Date of Birth : 3rd December, 1985
- Gender : Male.
- Father's name : Mr. Debitosh Das
- Mother's name : Mrs. Bula Das
- Mother tongue : Bengali.
- Nationality : Indian
- Marital Status : Single
- Languages known : Bengali, Hindi, English

LEISURE INTERESTS

- Surfing internet
- Playing Cricket and Football
- Listening to music

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.