

WORK EXPERIENCE

- Content Writer • Internship**
Curate Clips, Virtual

Aug 2024 - Present

As a Content writer at Curate clips my role is to conduct a thorough research and create blogs as per client requirements everyday, checking for AI content and proofreading the blogs of other writers and drafting blogs on WordPress.
- Content Creator • Internship**
the dance bible , Virtual

Oct 2022 - Present

My day to day task is to prepare creative promotional and interactive content for the organisation. I try to interact with the target market through informative and entertaining posts, articles and blogs which act as an effective marketing strategy
- Digital Marketing Associate • Internship**
LaughGuru, Virtual

Sep 2022

My job was to help the organisation with recruiting and managing a team of Business development associates.

EDUCATION

- Bachelor of Business Administration (B.B.A.) (Hons.), Commerce**
The Bhawanipur Education Society College

2021 - 2024
- Senior Secondary (XII), Indian School Certificate**
The Assembly Of God Church School

2021

PORTFOLIO

[Blog link ↗](#)

PROJECTS

- Study of investor perception of different investment avenues**
Jun 2024 - Present

SKILLS

- | | | |
|--------------------------------|---------------------------------|-------------------|
| • English Proficiency (Spoken) | • English Proficiency (Written) | • MS-Excel |
| • MS-Word | • MS-PowerPoint | • MS-Office |
| • Creative Writing | • Proofreading | • Blogging |
| • Hindi Proficiency (Spoken) | • Hindi Proficiency (Written) | • Recruitment |
| • Social Media Marketing | • Content Marketing | • Content Writing |
| • Digital Marketing | • Canva | • Market Research |

EXTRA CURRICULAR ACTIVITIES

- Led various debates and quiz teams and was an active member of the "Do you Care" Club for 2 years where my role as a volunteer was to manage and coordinate various events and activities