



# SANDRA A K

A passionate person who recently completed Master's in English. My objective is to work in an organization where I can use and develop my skills and knowledge for the betterment of the organization.

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📍 C S Bhavan  
Thevalappuram (p o)  
Thevalappuram, Kollam  
Kerala

## SKILLS

- Technical Writing
- Technical research
- Microsoft Office
- Team player
- Written Communication
- Data Annotator
- Content moderator

## AREAS OF INTEREST

- Content Writing
- Technical Writing
- Content moderation

## LANGUAGE

- English
- Malayalam
- Hindi
- Telugu
- Tamil

## EDUCATION

### MA in English

Jain University

2022 - 2024

### BA in English

Kerala university

2019-2022

72.7%

### Higher secondary

SVMMHSS Vendar

2017-2019

84.5%

### High school

KNNMVHSS & HSS

2017

95%

## WORK EXPERIENCE

### Daily Tech Suggest

June 2023- September 2023

Technical Content Writer Intern

- Performed research on industry topics related to produce in order to create product review.
- Adapted writing style according to various target audiences, ensuring appropriate tone and terminology usage.
- Organized material to research and complete writing tasks.
- Excellent communication skills, both verbal and written.

### Han Digital Solution Pvt Ltd

April 2024- Present

Senior Process Associate

- Edited and reviewed content for grammar, spelling, and punctuation.
- Supervised a team of process associates to enhance accountability, develop professional skills, and improve efficiency.
- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Scanned documents and saved them in the database to keep records of essential organizational information.
- Created spreadsheets for more efficient recordkeeping.

## PROJECTS

- Exploring Cultural Hybridity in Malayalam Cinema: Understanding Ezra and Sudani from Nigeriathrough the Lens of Homi Bhabha's Theory.
- Unveiling the Mystery: An analysis of the Gothic element in the Malayalam movie Ezra and Koode.

## WORK PORTFOLIOS

- [5 Best Convection Microwave Oven for Indian Kitchens - 2023 Edition](#)
- [7 Actionable Ways to Extend Battery Life of a Gaming Laptop](#)
- [A Perfect Solution For Storage Issues, Let's Explore India's Top 5 External Hard Disks In 2023. » Daily Tech Suggest](#)
- [Let's Explore The Best 32-inch LED TVs In India 2023 \(dailytechsuggest.in\)](#)
- [Apple Air Tags - Your Exquisite Guide To Track In 2024 \(dailytechsuggest.in\)](#)

## ACTIVITIES

- Presented a paper on "Piezoelectric" at national children's science congress District level
- Presented a paper on "Gungan Saxenan; The Kargil Girl" at the UN: Women, Peace and Security2022 competition initiated by Jain (Deemed - to-be) University in collaboration with K S. Narasimhaswamy Trust (Regd). Government of Karnataka

## DECLARATION

I hereby declare that the information furnished above is true of my knowledge.