

Rajat Sharma

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Education

Indira Gandhi National Open University

MASTERS IN PUBLIC ADMINISTRATION

GPA: Pursuing

Delhi

July 2019 – Present

Bhagwan Mahaveer Institute Of Engineering and Technology

BACHELORS IN TECHNOLOGY IN COMPUTER SCIENCE

GPA: 6.2

Sonepat, Haryana

July 2013 – December 2017

Mahavir Senior Model School

Delhi, India

2001 – May 2013

Experience

Nature Online Corporation

CONTENT WRITER

- Developed crisp and catchy content for a leading E-commerce website.
- Worked closely with Developers and Web Creators for fulfilling the content related needs of the website
- Worked with senior team members to develop site content
- Worked closely with Product Marketing Managers to gather product and customer knowledge to execute projects
- Working knowledge of principles of SEO including keyword research
- Proofread, edit and improve print and digital content.

Delhi, India

January 2019 – April 2020

Zuna Solutions

US IT RECRUITER

- Have successfully fulfilled the staffing needs of the company
- Extensive keyword research on numerous Job portals like Dice, Monster.
- Placement Assistance to numerous candidates
- Closely worked with Business Development Managers regarding various Job profiles

Delhi, India

April 2018 – October 2018

Ferns N Petals

FREELANCE CONTENT WRITER

- Have been working on various Projects for them like The Forever Rose and other gift options.

Remote

July 2020 – Present

Northern Property

FREELANCE CONTENT WRITER

- Have been writing for this Real Estate giant based out in Belfast, Northern Ireland

Remote

September 2020 – November 2020

Beta Soft Tchnology

FREELANCE CONTENT WRITER

Delhi, India

October 2020 – Present

Motif Electric Limited

CONTENT WRITER

- Have been writing Content for their Capacitor and Power Quality Products Website
- Enhancing their social media presence through blogs and product posts everyday was my duty

Delhi, India

November 2020 – March 2021

SaffronTech Pvt. Ltd.

FREELANCE CONTENT WRITER

- Have been writing blogs for them on diverse topics like Cannabis, Automobile, Furnishing, New York Corporate establishing process etc.

Remote

January 2021 – Present

VA Media Box

FREELANCE CONTENT WRITER

Remote

March 2021 – Present

Skills

Content Creation: Strong Research skills, Adaptability, SEO, Organizational skills, Proof-Reading, Editing
Recruitment: Interpersonal skills, Multitasking, Creativity, Communication skills, Critical Thinking
Social Media Marketing: Hashtag Integration, Social media posts

Awards _____

September 2010	Fellowship for the Art , Have been awarded with a scholarship in the field of art for my extensive work as a madhubani artist.	<i>Centre for Cultural Research and Training</i>
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