



RISHIKESH P SURELIYA

Looking for an opportunity for collaborate business and education skills for a career in SEO - Digital Marketing Industry



Suriyoday Soc-1, OPP
'PARAMHANSE' bungalow, kalawad
road,
Rajkot - 360005



February 17, 1998



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rishikeshsurelia007@gmail.com

EDUCATION

April 2013 - March 2014

Parimal High School

Secondary Education (68%)

April 2016 - March 2017

Gyanganga Institute

Higher Secondary Education (57%)

April 2017 - March 2020

TN Rao College Of Information Technology

Bachelor's Degree (BCA-7.04)

EXPERIENCE

January 2018 - June 2018

Bank Of Baroda

Data Entry Operator

Responsibilities: Communicate with unsuspecting account holders and ask them to link their Aadhaar cards with their accounts, if aadhaar card is not linked and enter details.

July 2018 - March 2020

Kesavi Tour & Travels Pvt. Ltd.

Visa Administrator

Responsibilities: Communicating with clients and collect their documents for their visa applications and guiding them about visa process.

April 2020 - present

KshatraInfotech Pvt. Ltd.

SEO Executive

Responsibilities: Rank client's website in top 10 in SERP through different SEO strategies and plans. Understanding the search engine and monitoring algorithm updates. Give better & satisfactory results.

SKILLS

Good communication - written and oral skills

Excellent conceptual and analytical skills

Effective interpersonal skills

PERSONALITY

Communicative

Creativity

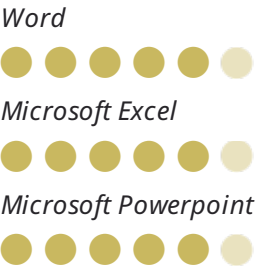
Punctuality

Organized

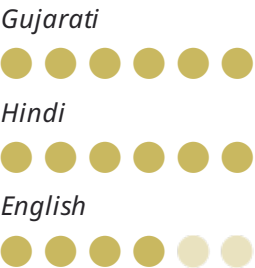
CERTIFICATES

- Search Engine Optimization
(Provided by eMarketing Institute)
- Fundamentals of Digital Marketing
(Provided by Google Digital Garage)


SOFTWARE SKILLS




LANGUAGES




HOBBY



Internet Serfing



Traveling



Explore
Historical
Places