

RESUME

M.MAHALAKSHMI (SEO Analyst)

E-mail: maha060792@gmail.com

Mobile: 91-99628-05068

Career Objective:

To be associated with a progressive organization that gives me a scope to utilize my creativity, knowledge and skill accordance with the latest and be a part of a team that dynamically work towards growth of organization and gain satisfaction thereof.

Professional Experience:

- Currently working for **Spot IT Solutions (Product Based Company)** as Digital Marketing Executive since Feb 05 2018.

Company profile:

Spot IT solutions deals with multiple project where in the latest on going project is “**GroceXmart**” which is in **e-Commerce** domain. Its an **Online Shopping** application for the Retailers and Wholesalers.

Professional summary:

- Responsible for evaluating client websites and developing a plan filled with action items.
- Developed an initial introduction package of new customers that explained the benefits of good SEO
- Responsible for regular customer training sessions on how to properly update and utilize their websites.
- Responsible for maintaining SEO guidelines and integrity on each customer website.

Previous Work Experience:

- 8 months worked as a Business Development Executive in WEDOMS Chennai from January 2016 to August 2016.
- 1.5 years worked as a SEO Analyst Trainee in WEDIGITING Chennai from September 2016 to December 2018.

Technical Skills:

- Operating system : Windows, Ubuntu
- SEO tools : Keyword Tool, Google Analytics, XML Sitemaps, Seo, site checkup, Robots.txt generator.
- Search Engine : Google, Bing, Yahoo
- Others : MS office, MS excel.

Educational Qualifications:

- B.Sc. in Mathematics (2013) from Meenakshi College for women with 68%.
- H.S.C (2010) from Govt girl's higher secondary school with 67.20%
- S.S.L.C (2008) from Corporation high school with 88%

Personal Profile

Father name : M. Murugesan
Date of Birth : April 13, 1992
Gender : Female
Marital Status : Single
Nationality : Indian
Language known : English, Tamil
Hobbies : Drawing, Listening Music

Declaration

I hereby declare that all the above information is true to my knowledge. I agree
To forfeit my application for the entire interview if any data found as fraudulent.

Date :

Place : Chennai