# Jaydeep Kapadia

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Summary

* B.COM. in Accountancy from Gujarat University
* Good communication and analytical skills
* Good technical, management and problem solving skills

Job Experience

* **Company : Medusind Solutions Pvt Ltd. ,Ahmedabad.** (From February 2010 to Sept 2010)

Client Service Executive: 8 Months

* **Company : Communication Crafts Pvt Ltd.**

SEO Executive: 1 year & 5 months (From February 2011 to July 2012)

**Job Description:**

* Actively into search engine optimization for the Company’s Projects by developing SEO strategy for both Off- Page & On-Page.
* Planned and Execution off-page optimization activities like Keyword Research, Optimization of Meta Tags, Directory Listing, Social Bookmarking, Article Posting, Forum Posting, Blog Posting, Link Exchange, Search Engine Friendly Sitemap Creation, Business Listing, Site Local Listing, Review Posting.
* **Company : P & K Infocom Pvt ltd.**

Working as Sr. SEO Executive (From July 2012 to March 2014)

**Job Description:**

* Working on Australian Domains
* Preparing On-Page Suggestions
* On-Page Meta Creation for New Projects
* On-Page and Off-Page SEO Strategy Planning and Executing
* Handling Social Media Profiles like Twitter, Facebook, Pinterest and Google+ etc.
* Work allotment to fresher’s and training them on the same.

Technical Skills

**Web Technologies** **:** HTML

**Tools**  **:** MS Office, Dreamweaver

**Operating Systems :** Microsoft Windows 98/2000/XP/Vista/Windows 7

Personal Details

**DOB**  **:** 31-07-1984

**MARITAL STATUS** **:** Married

**NATIONALITY** **:** Indian

**LANGUAGES KNOWN** **:** English, Hindi, and Gujarati