

JIYA PATEL

CONTENT CREATOR &
HUMAN RESOURCES



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PROFILE

I am a professional content creator with five years of experience in SEO optimisation, brand awareness, creative and analytical skills. I also have hands-on experience with managing large data-bases, Human resources and auditing data for a business. I'm a team player with eye in details, I understand and appreciate the fact that a team environment is both productive and efficient.

SKILLS

- Human Resources
- Managing People
- Data Entry
- Content Creation
- Editing
- SEO
- Content Promotion

EXPERIENCE

DATA ENTRY

SHREEJI ENGINEERS

2021

- post sales complains management
- Sending personalised offers based on past sales
- querying large database and managing multiple orders

FASHION DESIGNER

Alisha fashion & Elegance

2017

- managing customers
- managing human resources
- brand ambassador for this venture

VOLUNTEERING FOR ENVIRONMENTAL ENTREPRENEURSHIP

KBC Groups

2022

- Helping in managing employees
- contributing in employee development

EDUCATION

HIGH SCHOOL

Paldi Vasna Divine Life School

2018-2021

IMBA IN ENTREPRENEURSHIP AND FAMILY BUSINESS

Lj University

2021-2025