



Harshita Phadtare

Content Writer

I am a highly motivated and detail-oriented professional with two months of experience in writing. Proven ability to prioritize tasks, meet deadlines, and build strong relationships with clients and team members. I am seeking a role that allows me to utilize my skills and continue learning and growing in a dynamic and collaborative environment.

Contact

Phone

+91 7021249672

Email

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Address

9 Riviera Hills, 2204, Parsik
Nagar, Kalwa (W) -400605

Education

2007-2020

New Horizon Public School, Airoli
Passed 10th- 87.5%

2020-2022

MH High School, Thane
Passed 12th- 72.3%

Language

English

Hindi

Experience

Freelance Content Writer

created study materials and content pertaining to technology for the purpose of educating individuals on the latest advancements and trends in the industry. These materials were designed to be accessible to learners of all levels, from beginners to advanced professionals.

Alumni Cell

Operations and Logistics FY Representative

Curated reports that tracked the operations and logistics of each event, including budgeting and attendance, as well as feedback from alumni.

SAHAS

Joint Event Head

Designed appealing and captivating Email templates for enlisting FYs in council-sponsored programmes

Software and Tool

- Microsoft Office
- Google Docs
- Grammarly
- Canva
- Quillbot
- Notion
- Google Analytics
- Google Search Console

Expertise

- Excellent writing skills
- Research skills
- Creativity
- SEO knowledge
- Attention to detail
- Social media skills

Work

Drive link :

https://drive.google.com/drive/folders/1pACRkpzT91jZQCnoNUbsruNyZlyVmT2Y?usp=share_link