

SHRUTI S GHARDE

Contact No: 9307235710

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Behind Hari krupa Building,
Parshiwada, Sahar Road, Andheri(East), Mumbai - 400099

Portfolio Link: <https://shruti-sangode.github.io/>

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CAREER OBJECTIVE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas learn new skills and enhance the same for Companies growth and development.

PROFESSIONAL EXPERIENCE

- **Content Quality Analyst Freelancer in Mahendra Technosoft Pvt Ltd. February 2020 – March 2022**
- **1 year of experience in Digital Elixir Pvt. Ltd as a Web Developer. January 2019 – January 2020**
- **2.8 years of experience in Sthenic Technologies as a Software Developer. April 2016-December 2018**

TECHNICAL SKILLS

- Analytical skills and Content Tagging
- Search Engine Optimization
- Wordpress, HTML, PHP, Joomla, CSS, Bootstrap
- Microsoft Excel, Powerpoint, Word

Handling Social Media Platforms for our clients by designing posts and strategizing content for multiple social media platforms like Facebook, Instagram, Twitter and LinkedIn.

WORK EXPERIENCE

- **Freelancer Work**

- **Worked on Josh India short video app where have to review 20k videos monthly check the video quality As per company auditing standard.**
- **Worked on Zilli app - under MI brand where have to review more than 1k videos monthly check the video quality As per company auditing standard.**
- **Social Media Platform Designing**
Rize With Crystalz
212 Builtmore Hospitality
Worked for Social Media Platform Designing the Posts by Using Canva.

Here are links :

<https://www.facebook.com/risewithcrystals>
<https://www.instagram.com/rizewithcrystalz/>
<https://www.facebook.com/biltmorehospitalitynagpur/>

- **Developed Sites on Wordpress by client requirements**
Dizbi
Germanywale

Here are links :

<https://germanywale.com/>
<https://www.dizbi.com/>

- **Mahendra TechnoSoft Pvt Ltd — Content Quality Analyst Freelancer**

In Xiaomi's work for ZILI - under MI brand and also worked for Youtube videos. In a team of 100 we check the video quality As per company auditing standard and Google Auditing standard. Per day we review more than 1 lakh videos. We put the appropriate tag for videos. **For example:** MEME: for funny caption videos, Prank for prank videos, Status: For Shayari videos, Special Talent: Talent showing videos. In every month I maintain the quality Parameters usually have less mistakes in my review.

- **Digital Elixir Pvt. Ltd — Web Developer**

Worked as a web developer on wordpress Integrating themes and wocommerce plugin also worked on site optimising technique.

Project Name: Heavenly Riches.

- **Sthenic Technologies — Web Developer**

Worked as a software developer on wordpress ,cakephp framework and validation. Uploading and Updating files on server and Social Media Integration. Building and maintaining databases.

Project Name: Prash Expressions, GB Multicare.

CERTIFICATION & COURSES

- Fundamentals of Digital Marketing by Google Digital Unlocked.
- Certified PHP Developer Course from Silicon India, Bangalore.
- Passed Exam 1Z0-051 Oracle Database 11g: SQL Fundamentals I.

EDUCATIONAL QUALIFICATIONS

- M.C.A from R.T.M.N.U, Nagpur in 2014 with 66.62%.
- B.C.A from SNDT Mumbai University, Nagpur in 2011 with 65.42%.
- H.S.C from Maharashtra State Board, Nagpur in 2008 with 54.67%.
- S.S.C from Maharashtra State Board, Nagpur in 2006 with 67.20%.

PERSONAL SKILLS

- Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.
- Dedicated and highly ambitious to achieve the organizational as well as personal goals.
- I can join immediately.

PERSONAL DETAILS

Name : Shruti S. Gharde
Husband Name : Sachin P. Gharde
Marital Status : Married
Date of Birth : 17th June, 1990
Hobbies : Trekking, Cooking, Music
Permanent Address : Room No. 5,
Suryoday Sanga Society,
Behind Hari krupa Building,
Parshiwada, Sahar Road, Andheri(East)
Mumbai - 400099
Language Known : English, Hindi, Marathi.

I hereby solemnly declare that the information stated above is correct and true to the best of my knowledge and belief.

Date:

Place: Mumbai

(Shruti S. Gharde)