utkarsh agnihotri (raj)

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technical writer

➕ summary

Creative, skilled, and accomplished Content Writer with diverse knowledge of writing content for various websites (alias Raj). Currently Interning with FIED IIM Kashipur as a Technical Content Writer Intern. Check my Portfolio - https://github.com/Zenix27/Technical-Portfolio

Professional strengths:

Possess two years of progressive experience as a web and content writer
Ability to generate content in a clear and precise manner
Exceptional written and verbal communication skills
Extensive knowledge of Google keyword research tools
Ability to write content according to international & domestic clients requirements
Possess excellent organizational and management skills
Excellent knowledge of grammar and use of punctuation marks
In-depth knowledge of online research with excellent analytical skills
Ability to write in a variety of styles and formats for multiple audiences
In-depth knowledge of writing resumes and cover letters
Target oriented and ability to perform tasks within a limited period of time

➕ projects

Website and Library Management   Jan. 2020 to Mar. 2020
· Contributed to Library Documentation of IIM Kashipur
· Created website layout/user interface by using standard HTML/CSS practices
and designed/ recommended improvements to new and existing features.
· Updated and edited website content, posts, pages and was responsible for
maintaining, expanding/scaling the content of the Website.

Library Management   Aug. 2018 to Sept. 2018
A documentation project on Management of a Library Database with all the information such as Books and Authors and repeated updating of the same after each issuance automatically.

Medical Shop Management   Dec. 2017 to Jan. 2018
C++ project on Management of a Medical Shop Database with all the information such as Stock and Sales and repeated updation of the same after each transaction automatically.

➕ awards

‣ Selected as one of 6 students out of over 500 applicants for the Student Exchange Program to attend a Semester of studies at Livingstone College, North Carolina, USA based on leadership potential and fluent communication and writing skills.

‣ Currently a Member of the Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) which is the largest career student business organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business.

‣ Won the First Prize in the College Technical Writing Competition named InTech'20 in my College.
‣ Selected as 1 of over 750 applicants for being the Technical Writer/Developer Intern for IIM Kashipur: one of India's Top Business Schools.

➕ education

Invertis University
B.Tech. CS 75.2% 2021

Livingstone College, USA
Exchange Program 2019

➕ experience

IIM Kashipur
Content Writer Intern
Jan. 2020 to June 2020

Windows Fish
Technical Content Intern
July 2019 to Dec. 2019
Contributed Articles present on Github

Macmetric.com
Technical Content Intern
Jan. 2019 to July 2019
Contributed Articles present on Github

➕ skills

Documentation
HTML CSS
Microsoft Office
Git / Github
Linux Admininstration
C/C++
Java Script
Open Source Development
Markdown

➕ certifications

GirlScript · Open Source

Coursera (Google) · Git and GitHub

Coursera (Google), NPTEL · Python

Internshala · Web Development

Eckovation · Machine Learning

Google · Google Digital Unlocked

Microsoft · HTML and CSS, SQL