

POOJA

House No: 3379, Sector-22/D
Chandigarh (INDIA)

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Career Objective

To advance my career in the present competitive environment by joining the professional and technologically driven organization that encourages a proactive approach and provides necessary exposure for professional and personal development and has an endeavor to become an asset of the organization by gaining expertise in activities assigned and contributing for organization's growth.

Educational Qualifications

- Post graduate in sociology from MCM. DAV College, Chandigarh in 2010.
- Graduate from MCM. DAV College, Chandigarh in 2008.
- 12th from CBSE board, Chandigarh in 2005.
- 10th from CBSE board, Chandigarh in 2003.

Professional Work Summary

Currently working as Senior Content Writer at Kindlebit Solutions from May 2016 to till date.

- Writing articles and blogs for health, beauty, education, technology, sports, entertainment and much more.
- Writing content for technical or non technical website.
- Devising content strategy as per client need.
- Writing technical and non-technical content
- Writing content for presentations and magazines.
- Writing forums, press release, bio of author, product descriptions, reports, user manual, e-book, guide, case studies, academic writing, product and services for different platforms.
- Writing promotional content for commercials and advertisements.

- Conducting in-depth research and development about different topics.
- Social Media Marketing Content.

Worked as content writer in Mark Software Systems Chandigarh from June 2015 to May 2016

- Technical Content writing.
- Proofreading, editing, Blog, Articles writing.
- Editing, web content writer.
- Forum Posting
- Writing articles and blogs for health, beauty, education, technology, sports, entertainment and much more.
- Writing content for technical or non technical website.
- Writing technical and non-technical content
- Writing promotional content for commercials and advertisements.
- Conducting in-depth research and development about different topics.

Worked as Assistant Manager (Administrator and H.R & content writer) in an Education institution from February 2015 to April 2015.

- Devising and maintaining office systems, including data management and filing;
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Meeting and greeting visitors at all levels of seniority.
- Organizing and maintaining diaries and making appointments.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the Director.
- Carrying out background research and presenting findings.
- Producing documents, briefing papers, reports and presentations.
- Organizing and attending meetings.
- Liaising with clients, suppliers and other staff.
- Making Travel arrangements, visa processing, ticketing etc.
- Solve queries of students via email.
- Content writing for college website.
- Identify hiring need, develops the position description, recruitment plan, organizational chart and other recruitment related documents.
- Making records of staff (leaves, salary, absentees)

- Making records of new joiners (appointment letter, reliving letter etc).

Worked as Content writer in SEO Solutions from March 2013 to Jan 2015.

- Creating, revising, editing content websites, blogs etc.
- Working closely with the SEO team to produce quality website content along with Meta tags, header tags etc.
- Create fresh and exclusive content.
- Blog and articles writing.
- Research online for relevant materials.
- Managed keywords inside content.
- Demonstrated ability to work before deadlines.
- Enjoy working in a multicultural environment.
- Conducting periodic check of website content and updating the same as per company requirement.
- Creating and reviewing content for the company periodical.

Worked as supervisor and training manager in Post Graduate institute of Medical Education and Research (PGIMER) in Chandigarh, under different Projects from March 2011 to Feb 2013.

- To manage staff and their work.
- Develops and facilitates professionals training and development, learning initiative, and recommendations for specific disciplines
- To supervise training staff works.
- Conducts comprehensive needs assessments and determines subsequent training and development priorities.
- Provide consultation to management for development of job-specific training, including research and evaluation and selection of outside consultants and trainers.
- To crosscheck the field investigators work in field.
- To solve any queries of field investigators.
- To train them about new thing included in project.
- To schedule meetings, attend conferences; prepare presentations, keeping records, file management.
- Writing reports for senior management.
- Analyze health data and data management.
- To make reports and maintain office records (salaries, drafting letters, making presentation, mails etc).
- To help in recruitment process.
- To check medical records filled by investigator.

Other experience

- Worked as IELTS teacher.
- Worked as part time Freelance Content writer for one and Half year.

COMPUTER SKILLS

- Basic Knowledge of Computer(MS word, PowerPoint, Excel, Outlook).
- Internet.
- Knowledge of C-language.

HOBBIES

- Playing soccer.
- Interacting with people.
- Learning new things.
- Researching on internet about different topics.

STRENGTH

- Self-directed, work towards continuous improvement of processes.
- Positive Attitude toward work, life & people and sensitivity to service excellence.
- Strongly believe in logical thinking and have analytical bent of mind.
- Ability of continuously acquire new information on different prospective and skills.
- Quick learner.

Personal Profile

Father' name:	Late.ShKundanSingh
Date of Birth:	31 august
Language:	Hindi, English, Punjabi
Sex:	Female
Marital status:	Single
Nationality:	Indian
Permanent Address:	#3379, Sector 22-D Chandigarh

Date: _____

Signature

Place:

(POOJA)

Kindly Mail Me In my current Organization Phone is not allowed to pick