

Pooja Sharma

Team Leader

Jaipur, Rajasthan

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8290272005

To utilize the opportunities of working with a reputed and progressive organization, where I can enhance my professional skill and strength in conjunction with the Company's goal and objectives and face new challenges.

Work Experience

Team Leader

Infolabs - Jaipur, Rajasthan

July 2013 to Present

Currently working with Infolabs as Team Leader. Responsible for On Page and Off Page SEO including Content Writing at an education blog i.e. vidhya360.com. I am also handling the position of HR (Recruits). Giving my 100% from last 6 years..

Office-Coordinator

Yatharth Technology - Jaipur, Rajasthan

April 2012 to July 2013

Worked as Office Coordinator and coordinated with a team of 15 service engineers. The firm was engaged in Annual Maintenance of Computer (AMC Tender) in Govt. Departments

Education

M.Com

Rajasthan University - Jaipur, Rajasthan

B.Com

Rajasthan University

Shri Bhawani Niketan Public School

Care Public School

Skills

Good English & Typing Speed, Sharp Knowledge of Content Writing & SEO, (6 years)

Awards

Gargi Award

February 2011

I won Gargi Award from state government for securing more than 75% marks in Matriculation by RBSE.

Publications

Senior Academic Content Writer

Right now I am working as Sr. Academic Content Writer and my current writing piece are

01. <https://vidhya360.com/ssc-mts-notification/>

02. <https://vidhya360.com/ctet-online-form/>

- I can also write Technical Content, Content on Fashion etc.

Additional Information

- Good Communication Skills.
- Keen Interest in searching new techniques of SEO & Content Writing.
- Ability to meet out deadlines.
- Cool headed and tactful in times of crisis.
- Good convincing skill.

IT Proficiency

- Basic Knowledge of Computer.
- Tally ERP 9.
- Use of internet and allied applications.