



Rashi Vohra

Editor



 Kolkata 700122

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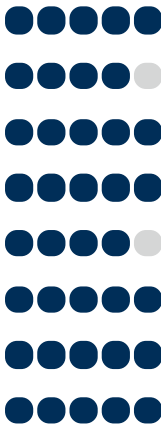
 rashivohra2001@gmail.
com

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Editor position. Ready to help team achieve company goals. Detail-oriented team player with ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



Skills

- Creativity
- Problem- solving
- Detail-oriented
- Time-management
- Decision-making
- Research
- Content writing
- Content Editing



Work History

Freelancer

NA, Kolkata West Bengal India

- Conducted thorough research to provide well-informed content for clients' required marketing process, as well as, edited content to match the tone, style and effect of the client.
- Expanded professional network through attending industry events and engaging in online communities.
- Stayed current on industry trends by regularly participating in continuing education courses and workshops related to my field of expertise.
- Enhanced client satisfaction by delivering high-quality work within deadlines.



Education

Master Of Arts: English

2021-04 - 2021-10

Expected in 2024-

Calcutta University - Kolkata West Bengal

GPA: 6.0

- Awarded Second Prize in Creative Writing Competition

Bachelor Of Arts: English

Victoria Institution - Kolkata West Bengal India

GPA- 7.4

- Member of Organizing Committee of Departmental Magazine
- Awarded First Prize in Group Discussion
- Awarded Second Prize in Poetry Translation.



Personal Information

- Date of Birth: 07/11/01
- Gender: Female
- Nationality: Indian



Languages

English



Bilingual or Proficient (C2)

Hindi



Bilingual or Proficient (C2)

Bengali



Advanced (C1)

Punjabi



Intermediate (B1)

German



Beginner (A1)



Interests

- Reading
- Storytelling
- Writing
- Music