

# Shrestha Dutta

Kolkata, West Bengal

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Highly motivated and detail-oriented with 2 years of experience in copyediting and proofreading. Proven ability to ensure exceptional content quality through meticulous attention to detail. Proficient in Microsoft Office and possess excellent communication skills. Fluent in English, Hindi, and Bengali. Open to relocation and eager to contribute expertise in Content Editing and Quality Assurance.

Willing to relocate: Anywhere

## Personal Details

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**Date of Birth:** 1999-10-13

**Eligible to work in:** India

**Highest Career Level:** 2-5 years experience

**Industry:** Quality Assurance

**Total years of experience:** 3

## Work Experience

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### Freelance Editor

Pepper Content-Remote

April 2024 to Present

Edit blogs for various clients on Pepper Content's platform.

### Copy Editor

Zacks Research Pvt.Ltd.-Kolkata, West Bengal

September 2022 to March 2024

Edited and proofread equity research blogs and reports related to American stocks, adhering to guidelines and the company's house style. Discussed confusions with the corresponding research analyst and delivered reader-friendly content.

### Freelance Copy Editor

MetaRate-Kolkata, West Bengal

November 2020 to March 2021

Responsible for copy editing and proofreading the company's white paper.

### Freelance Content Writer

Kolkata, West Bengal

September 2017 to May 2019

- Took part in online content writing competitions for various blockchain companies.
- Proofread and copyedited articles of clients who participated in similar competitions.

## Education

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### **Master's in Performing Arts**

Presidency University - Kolkata, West Bengal

November 2020 to July 2022

### **Bachelor's in Performing Arts**

Presidency University - Kolkata, West Bengal

April 2017 to August 2020

### **Higher Secondary(12th Pass) in Arts**

Ashok Hall Girls Higher Secondary School - Kolkata, West Bengal

April 2004 to May 2017

## Skills / IT Skills

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- Copyediting
- Proofreading
- Content Writing
- Microsoft Office
- Microsoft Excel
- Communication Skills
- Proofreading
- Research
- Quality assurance
- Typing
- Writing skills
- Copy editing
- Time management
- Microsoft Word
- Organizational skills

## Languages

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- English - Fluent
- Hindi - Native
- Bengali - Native

## Projects / Papers Presented

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**Understanding the Artistry of Sufi music with the comparison of the real to the representative.**

Analyzed the portrayal of Sufism in the popular song "Khwaja mere Khwaja" from Jodhaa Akbar, comparing it to the Mevlevi Sufi tradition.

### **Historical and Influential Nature of Arabic Music in Contemporary Genres**

Investigated the rich history and influence of Arabic music. Analyzed historical context (golden ages, maqam system, religious debates) and its impact on Indian music since the Mughals. Explored how these traditions have shaped each other. Examined contemporary developments in Arabic music.