

# KIRAN LOKHANDE

## CONTENT MANAGEMENT ADVISER

### SUMMARY

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Currently I am working as a Content moderator for the last 20 Months and I worked for an online E-commerce platform. During my time as a Content moderator, my main responsibility was to review and moderate user-generated content on the platform.

### CONTACT

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**Phone:** 9848588768, 6301585594

**Email:** Kran37828@gmail.com

**Address:** 2-3-703/B/1/A, MARUTHI NAGAR,  
AMBERPET, HYDERABAD

### SKILLS

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- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Process Improvement
- Optimistic, Team Player, and Fast Learner
- Effective problem solver

### EDUCATION

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#### BCOM(COMPUTERS)

Arunodaya Degree College, Osmania University  
(2017-2020)

#### MPC

Sreenidhi Junior College (2014-2017)

#### SSC

Care Model High School (2014)

### LANGUAGES

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- HINDI
- ENGLISH
- MARATHI
- TELUGU

### EXPERIENCE

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#### Content Management Advisor

Accenture Private Limited (2021-Present)  
BCForward Private Limited (Consultancy)

- Responsible for the activities assigned by the team leads.
- My main responsibility was to review and moderate user-generated content on the platform
- This included reviewing product descriptions, customer reviews, and ensuring that they met the platform's guidelines and policies
- I would carefully analyze each piece of content and determine whether it was appropriate, accurate, and free from any offensive or misleading information
- It was a challenging but rewarding role as it required a keen eye for detail, strong communication skills, and the ability to make quick and fair decisions
- Working for an online E-commerce platform exposed me to a wide range of products and services, allowing me to gain valuable knowledge and insights into various industries
- maintaining a safe and reliable online marketplace for both buyers and sellers.

### AWARDS

#### BUSINESS AWARDS

- Business Award for Taking initiative, hard work ownership and leadership

#### R & R

- Recognize Kudos Award for Best People