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Content Writer at Allfive | Content Writer Intern – Henry Harvin Education | Masters in English Literature & Communications – Andhra University | Bachelors in Computers.

PROFESSIONAL EXPERIENCE OVERALL

2-3 YEARS

AllFive

Feb 2022 to Present

Cheif of Staff, Executive Assistant for CEO and CBO, Content Writer, Operations Head and HR

Role: Responsible for Cheif of Staff and ExecutiveAssistant for CEO and CBO

- Screening emails and inquiries and handling them at the right time on behalf of the**CEO & CBO**.
- Making appointments on behalf of the**CEO & CBO**, organizing their daily schedule.
- Taking minutes while the boss speaks and adding action items to the project.
- Proper filing, data management, and maintaining **SMM** channels.
- Mainting **CEO & CBO** calendar and assistance where needed.

Content Writer

Role: Responsible for blog writing and publishing articles.

- **Wrote** more than **twenty** articles with a **publishing** and approval rate of more than **80%**. All the published articles can be viewed at: <https://www.allfive.co/blog>
- **Fiver Stories** Write about a person who is related to the company, like Chef, Travel Blogger, Lifestyle Influencer and so on. Interview them and write a blog.
- **Experience** writing and editing articles and blogs with more than 600 words.

HR

Role: Responsible for Hiring new Candidates.

- Manage end-to-end recruitment, from sourcing candidates to releasing the offer letter and NDA.
- Maintaining HR records, such as those related to compensation, Incentives.
- Communicating and explaining the organization's policies to the employee.
- Resolving queries that any of the employees have.

Henry Harvin Education

June 2020 – August 2020

Content Writer Intern, Technical products

Role: Responsible for blog writing and publishing articles.

- **Wrote** more than **ten** articles with a **publishing** and approval rate of more than **80%**. All the published articles can be viewed at: <https://www.henryharvin.com/blog/author/hiranmayie/>
- **Experience** writing and editing articles and blogs with more than 2000 words.

Sri Chaitanya Techno School

May 2018 – Mar 2019

Soft Skills Trainer & Academic Content Writer, Class 1 to 8

Role: Responsible for handling all the soft skills and creative writing aspects of the organization

- **Training** and **upskilling** primary and mid-school students in soft skills and English regularly.
- **Creating** Soft Skills content and pedagogy for all the classes, both for students and teachers/instructors.
- **Planning** and **Executing** content aspects of all cultural and technical events organized by the school.

Wipro Technologies

Mar 2017 – Aug 2017

Software Developer, Financial Services Division

- Worked as Java developer in building financial services solutions for Visa and Master card networks.
- Working knowledge of Microsoft Azure.

SKILLS, CERTIFICATIONS & ACHIEVEMENTS

- Served as **Vice President of Education** for **Toastmasters** International club
- Served as **Secretary** for **Toastmasters** International club
- Serving a member of **Toastmasters** International club: Completed Second Level in Effective Coaching pathway by Toastmasters.
- **Experience** using WordPress blog tool and similar tools like **Microsoft Word** for writing.
- **Certified** candidate of **English** for **Media** Literacy from **United States** Department of State, Bureau of Educational & Cultural Affairs
- Distinguished Participant in **“Basic English Teaching Methodology”** and **“Creative Writing”** conducted by “Vicki A. Hale” English Fellow U.S State Department.
- **Expert** in handling soft skill communication and training.
- **Creative Writing Hobby:** Handle of my page: <https://www.yourquote.in/hiranmayie-ganti-bynfc/quotes>

EDUCATION

Completion Year	Degree	Institution
2021	Masters in English Language & Literature	Andhra University, Visakhapatnam
2016	Bachelor's in Computer Science	Gayathri Degree and P.G College, Visakhapatnam
2013	Class XI, XII - MPC	Sri Chaitanya, Visakhapatnam
2011	Class X	J. K Talent School, Visakhapatnam