

Nandini Tripathi

UNDERGRADUATE STUDENT

Details

Elite Apex Township Mahalaxmi
Nagar Indore
Indore, 452010
India
8770970024
nandinitripathi2425@gmail.com

NATIONALITY

Indian

DATE / PLACE OF BIRTH

25-08-2001

Bhopal

Skills

Microsoft PowerPoint

Microsoft Office Word

Problem Solving

Creativity

Leadership and Teamwork

Critical thinking and problem
solving

Leadership Skills

Time Management

Teamwork

Decision Making

Ability to Multitask

Effective Time Management

Communication

Ability to Work Under Pressure

Fast Learner

Adaptability

Leadership

Computer Skills

Profile

Professional writer, freelancer, copywriter known well in writing circles for producing high-quality articles, poetries and write ups in record time that suit the expertise and tone of clients. Proven ability to build and grow readership bases by the millions. Proficient in handling social media and website moderation. Write blogs and Twitter copy for social media marketing that combine traditional and new media with emerging technologies to help partners communicate with their markets. Brainstorm, research, and analyze topics for business and brand development. Wrote online articles.

Employment History

Durjoy Datta Book Writing, Writer , Indore

JANUARY 2021 – AUGUST 2021

- Served as a friendly, hardworking, and punctual writer.
- Consistently exhibited loyalty and passion for success.
- Remained committed to learning and growing inside this exciting work.
- Maintained a clean and organized working environment to enhance productivity.
- Performed various administrative duties such as filing, typing, and copying.

Education

Higher Secondary, Vidya Bhavan Public School Indore, Indore

JUNE 2019 – JUNE 2020

Currently doing Bachelor's in Journalism and Mass Communication from Amity University, Mumbai.

References

Courses

Rhetoric: The Art of Persuasive Writing and Public Speaking , Harvard University

SEPTEMBER 2020 – DECEMBER 2021

Smart English Basics for Professionals , Great Learning

OCTOBER 2021 – NOVEMBER 2021

Introduction To Who Wrote Shakespeare, University Of London

DECEMBER 2020 – FEBRUARY 2021

Internships

Content Writing, Nursing News India, Indore

MARCH 2021 – JUNE 2021

- Brought forth an excellent track record of attendance and punctuality.
- Worked with a humble attitude and a willingness to learn.
- Worked in collaboration with other team members to achieve success.
- Served as a facilitator for problem-solving and peaceful resolutions.
- Worked with a high level of confidence and ambition.