

Name: Anuja Vikrant Akarte

Date of Birth: 04th April 1992

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**Career Objective: To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.**

Work experience:

➤ ASPA Professionals, Dombivli, Mumbai

29 January 2014 to 21 June 2014

Job description:

- ❖ Lecturer profile
- ❖ Educated and groomed standard XI and XII students in the subjects of English and Communication Skills in respect to the curriculum

➤ BANSAL PUBLICATIONS, Mumbai

23 July 2014 to 5 Sept 2015

Job description:

- ❖ Editor and proof reader profile
- ❖ Editing and proofreading mobile computing engineering textbooks
- ❖ Advised and implemented ideas for the content enhancement, making it more interesting for readers with innovative presentations in the text (Application of the QR codes in textbooks)

➤ Sewells Group, Navi Mumbai

14 Oct 2015 to 26 May 2016

Job description:

- ❖ Associate Consultant-Solutions and Design profile (Content Writer)
- ❖ Created, edited and proofread automotive manuals, handouts, webinars and newsletters
- ❖ Created content for the infrastructure manual for Mercedes Benz, India and UAE
- ❖ Worked on and published newsletter "Sampark" for Mahindra and Mahindra Group- 7 editions
- ❖ Worked on a technical training program and presentation for the launch of Chevrolet Sail

- ❖ Created Post-test Chevrolet Sail questionnaires with and without answer keys for Chevrolet employees
- ❖ Completed a launch training program module for Chevrolet Captiva
- ❖ Completed a launch training program for Chevrolet Colorado
- ❖ Created the launch training program for Royal Enfield Himalayan
- ❖ Created product presentation for Royal Enfield Himalayan

➤ Loft Analytics (Atidiv), Pune

22 June 2016 to 7 April 2017

- ❖ Content writing profile
- ❖ Generated content for the bridal website ([www.weddingspot.co.uk](http://www.weddingspot.co.uk))
- ❖ Published blogs and articles for health maintenance website([www.strength.com](http://www.strength.com))
- ❖ Developed content for blogs for a commerce-related website ([www.Urica.com](http://www.Urica.com))
- ❖ Created content for a creative blog (Mundomedia.com)

➤ Senior Associate with WNS, Pune

22 April 2017 to 23 July 2019

- ❖ Worked on Motor insurance claims focusing on the recovery \$ value of the company by engaging in interaction and generation of letters and legal emails to other insurance companies
- ❖ Worked on multiple projects analyzing delayed recovery and solutions for the company
- ❖ Mentored and imparted process knowledge among new trainees

**Academic Achievements:**

Won the Chancellor's Gold Medal

and

The Late Shri H.M Seervai Gold Medal

for ranking 1st in MA English Literature (University of Mumbai)

Awards in the field of Literature:

- Hila and Dosi C. Vasheel Memorial Award
- The Prof. Ramchandra Krishna Lagu Prize
- The D.S Bakhale Memorial Prize
- The Late Shri Vaman Padmakar Patwardhan Prize

- Prof.Dr. Krishnaji Ramchandra Mahishi Commemorative Award
- The Shri Prajakt Kamalnath Samant Prize
- The Kaikshru Framroze Taraporwala Prize
- The Bai Aimai Rustomjee Hiormusjee Mody Award

#### Academic Qualifications:

Program	Stream	University/Board	Year	Achievement
M.A(ENG.LIT)	ARTS	Mumbai	2014-2015	DISTINCTION (Outstanding)
TYBA (ENG.LIT)	ARTS	Mumbai	2013	First Class
HSC	ARTS	Mumbai	2010	First Class
ICSE	--	Delhi	2008	First Class

#### Strengths:

- Possess great organizational and management skills
- Target oriented and able to perform tasks within a limited period of time
- Quick learner and efficient co-worker
- Ability to manage and encourage a team in terms of content/data creation and management

#### Skills:

- Excellent knowledge of grammar
- Adept in précis writing, content writing and editing
- Have a basic understanding of SEO in a piece of content
- Capable of organizing academic and cultural programs
- Ability to lead, reach consensus, establish goals and attain results

#### Personal details:

Name: Anuja Vikrant Akarte

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