

CURRICULUM VITAE

CHAITRA R

Annapoorneshwari nagar Nagarbhavi,

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Career Objective

Creative, skilled and accomplished Content Writer with diverse knowledge of writing contents for various websites. Seeking for career growth and to work in an organization where my skills and proficiency will be utilized.

EDUCATION

BCA | 2016 | GT INSTITUTE OF ADVANCED STUDIES

Bangalore

II PUC | 2013 | THE NATIONAL PU COLLEGE

Bangalore

SSLC | 2011 | SLBS SCHOOL

Bangalore

WORK HISTORY

Tertium Technology Pvt Ltd, Bangalore

2018 till date

Digital Marketing Executive

- Assigned the tasks of writing original content for different sites like tours and travels, data services, wedding clothing's, cosmetics, and other web applications tools
- Responsible for developing content for Internet media communications
- Handled the task of writing unique SEO titles and descriptions for various web pages
- Handled the responsibilities of proofreading articles to ensure quality of the articles
- Responsible for developing content for brochures and web sales
- Responsible for preparing business proposals



- Assigned the tasks of writing quality content for blogs
- Responsible for handling social media sites of the company and clients
- Intermediate preparation of SEO plans
- Responsible for research data for business infographics

WebBazaar

2017 to 2018

Website Content Writer and Junior SEO Analyst Intern

- Assigned the tasks of writing content for different sites and for Internet media communications.
- Handled the responsibilities of proofreading articles to ensure quality of the articles
- Responsible for handling social media sites of the company and clients
- Responsible for Keyword Research, Back Link submissions and On-page SEO

Professional strengths:

- Possess two plus years of progressive experience as a web content writer
- Ability to generate content in a clear and precise manner
- Exceptional written and verbal communication skills
- Extensive knowledge of Google key word research tools
- Ability to write content according to international & domestic clients requirements
- Possess excellent organizational and management skills
- Excellent knowledge of grammar and use of punctuation marks
- In-depth knowledge of on-line research with excellent analytical skills
- Ability to write in a variety of styles and formats for multiple audiences
- Target oriented and ability to perform tasks within limited period of time

TECHNICAL EXPERTISE

- Familiar with tools like Microsoft Office Excel, Outlook, PowerPoint and Word
- Extensive knowledge of PhotoShop, and Canva
- SQL: Familiar with SQL query and commands
- JAVA: Have a Knowledge of OOP's Concepts in Java
- HTML & CSS: Have knowledge about designing a webpage using HTML and CSS tags



KEY SKILLS

- Writing
- Editing for style
- Proofreading / grammar checking
- Research & fact-checking
- Creating proper tonality and level

CERTIFICATION COURSE

- Completed Software Testing & Development Course from TESTING CAMPUS
- Duration: 6 months
- Got trained on:
 - Manual Testing
 - Automation Testing (Selenium with core Java)
 - SQL
 - Core Java
 - Agile
 - J2EE -Browser Side Programming
 - Server Side Programming (JDBC, SERVLET, JSP, HIBERNATE)

Worked on a Project 'Demo CRM' Using Java, MySQL, Manual & Automation Testing Technologies with Agile Scrum Process.

PERSONAL INFORMATION

- | | |
|-----------------|-------------------------|
| ▪ Date of Birth | 06/02/1996 |
| ▪ Father's Name | RAMESH M |
| ▪ Mother's Name | THAYAMMA G |
| ▪ Sex | FEMALE |
| ▪ Religion | HINDU |
| ▪ Nationality | INDIAN |
| ▪ Languages | ENGLISH, HINDI, KANNADA |



- Marital Status SINGLE

HOBBIES

- Travelling, Listening to Music
- Reading Novels
- Pencil Sketching
- Interested in learning new technologies

DECLARATION

I hereby declare that the above-mentioned Information is correct to my Knowledge and Belief.

PLACE: BANGALORE

DATE :

(CHAITRA R)

