

KOMAL SAINI

CONTENT AND MARKETING

CONTACT INFO

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EDUCATION

2021-2023
MSc in Computer Science
MGS University
2020-2021
Diploma in Event
Management,
IGNOU University
2017-2020
BSc in Maths
MGS University

LANGUAGES

English
Hindi

HOBBY

Canva
Presentation Designing

SUMMARY

Editor/Writer possesses 1 years experience in educational content writing/editing, content project management, content quality checking, B2B/B2C content writing, content team leading, freelancers, and blogging looking for the job of Content Manager in any reputed E-Commerce / Publishing in researching and documenting sources Excellent communication and interpersonal skills. Knowledge of various blog platforms like Blogger and WordPress

PROFESSIONAL SKILLS

Writing Marketing Blogs and Articles Creative Content
Content Marketing Soft Skills SEO Research Copy Writing
Keeping Deadlines Website Analysis Communication

EXPERIENCE

Hyggelit Private Limited, Content and Marketing, 2021-2022

- Developed and executed marketing strategies to increase brand awareness and drive sales.
- Created and managed content for various marketing channels, including social media, email marketing, and website.
- Conducted market research and analysed data to identify trends and optimise marketing campaigns.

Aashman foundation, HR Executive, 2021-2022

- Assisted in the recruitment process, including sourcing candidates and conducting interviews.
- Managed employee records and handled various administrative tasks, including employee onboarding and offboarding.
- Coordinated employee training programs and facilitated team-building activities.

STRENGTHS

- Multitasking Skillsspan>
- Committed to Lifelong Learning
- Calm in fast Paced Environment
- Strong communication and interpersonal skills
- Proficient in Microsoft Office and Adobe Creative Suite
- Knowledgeable in various social media platforms

CERTIFICATES

- Internship certificate
- Letter of Recommendation
- Google Digital Marketing