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

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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>
• Commited 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 ⌇