

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

