

Gauri Rajiv Kumbhar
Pune, India



Profile

An Engineer with a pen with 2.7 years of experience in Script Writing, Content Writing & Editing. Currently looking for a job where I can bring my skills to the table, innovate, and excel in my field. A position where I can use following skill-set to implement the needs of my organization and enhance my knowledge base.

Skills

- ➔ Creative and Technical Writing, Understanding of learning models, Conceptualizing and ideating stories, Purpose-led research
- ➔ Planning and strategizing, Organizational and monitoring skills, Proof reading and editing
- ➔ Social interaction, Excellent interpersonal and Corporate communication skills, Quick grasping, Adaptability, and a Constant learner
- ➔ Microsoft Word, Excel, Outlook, Power Point, Latex, Blogger
- ➔ Familiar with writing styles, Windows, Fedora, and Ubuntu

Experience

Advids Intesome Solutions

1 year 3 months

Assistant Creative Director

(Content Writer and Executive)

- ➔ Individually handled more than 30 live projects, wrote creative and technical scripts within stipulated deadlines.
- ➔ Responsible for successful deliveries from initial stage to final videos.
- ➔ Assisted 2 team leads in the Creative Director's team.
- ➔ Hands on experience in directly communicating with the client to gather requirements and timely feedback.
- ➔ Additionally, was a Voice coordinator for a period of 6 months.

Content Ninja

2 months

Freelance Academic Writer

Write Design Deliver Advertising

1 year 2 months, serving notice period

Content Writer and Editor

- ➔ Blog writing
- ➔ Strategizing monthly social media calendars and developing content for the same
- ➔ Print medium advertising- brochures, newsletter, company profile, newspaper article
- ➔ Social media ad campaigns
- ➔ Website content development
- ➔ Client communication

Education

A.I.S.S.M.S College Of Engineering B.E in Computers-	2018 66%
Sangameshwar Junior College H.S.C Science-	2014 78%
Little Flower Convent High School S.S.C-	2012 89%

Interests

- ➡ Painting, Dancing and Travelling
- ➡ Organized and led college level Technical events.
- ➡ Anchored for Cultural events

Languages

Hindi, English, Marathi and Kannada

Contact



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