

Ketaki Kshirsagar

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EDUCATIONAL QUALIFICATIONS

- LLB (Persuing) (ILS Law College,Pune-Batch 2019-2022)
- BSc (Shri.R.L.T. College of Science, Akola –Batch 2016-2019) : 73%
- 12th Std (Maharashtra State Board) : 74%
- 10th Std (Maharashtra State Board):93.20%

WORK EXPERIENCE

- **Silverlabs India Private Limited**

Post: Community Intern

Duration: May 2021 Till Present

Silverlabs India Private Limited has its short video making app ‘Rizzle’. I am working as community intern. My daily tasks are to onboard and manage creators. I prepare contracts, invoices for creators. I work on admin panel as well. I host various events and session for Rizzle app. I am content creator as well and I make videos on various topics.

- **Vidhi Parivartan**

Post: Social Media Influencer Intern

Duration: Sept 2021 -Nov 2021 (3 months)

I created Instagram reels for Vidhi Parivartan on various legal topics. We presented content in such a way that students and viewers learn legal topics in entertaining way.

Skills

- Team work
- MS Excel
- MS Word
- Community Management
- Soft Skills
- Communication
- Creative writing
- Content Writing