



Neha Lakhani

Content Writer, IT student

I am a confident and highly motivated individual having a knack for learning new skills with honest, reliable and punctual work.

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📞 9969531105

📍 Andheri West, Mumbai, India

EDUCATION

College

Sardar Patel Institute Of Technology

08/2018 – Present

Average CGPA: 9.53

Extra-curricular activities

- Public Relations Head for Oculus 2020
- Won the second place in Ecell Case Study in 2019
- Organising committee of Open Mic 2020.
- CSI subcommittee member for 2019-20

Junior College

Pace Junior Science College

04/2016 – 04/2018

Percentage: 92%

School

Smt Sulochanadevi Singhanian School (ICSE)

06/2005 – 04/2016

Percentage: 97.2%

WORK EXPERIENCE

Content Writing Intern

SmartlyBuilt

06/2020 – Present

Writing content for a startup company on digital marketing and sales.

Senior Correspondent

College Editorial

07/2019 – Present

Writing creative articles, columns and reports for college events.
Proofreading the articles and editing them

Junior Correspondent

College Editorial

07/2018 – 07/2019

Writing reports covering all college events.

SKILLS

Google Docs

Creative writing

Report writing

Research

Time management

Social media familiarity

Originality

Editing content

Leadership

Communication

Organization

Adaptability

CERTIFICATES

Achieved 8th rank in IEO (International English Olympiad)

Done well several other English Olympiads and writing competitions

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Writing

Singing

Music