

EDUCATION

Bachelor of Business Administration (B.B.A.)

GAUHATI COMMERCE COLLEGE

2018 - 2020

Percentage: 76.77%

Senior Secondary (XII), Science

Don Bosco Hr. Secondary School

(COUNCIL OF HIGHER SECONDARY EDUCATION MANIPUR board)

Year of completion: 2017

Percentage: 64.60%

Secondary (X)

Douglas Memorial High School

(BOARD OF SECONDARY EDUCATION MANIPUR board)

Year of completion: 2015

Percentage: 77.20%

WORK EXPERIENCE

Content Writer

FramedMedia, Virtual

Job • Jan 2023 - Nov 2023 (9 months)

Content Writing

DigiStatement, Virtual

Job • Sep 2021 - Jan 2023 (1 year 4 months)

A creative content writer for the website's articles.

Sales

Shantipur Hardware Co., Imphal

Internship • Jun 2019 - Dec 2019 (7 months)

TRAININGS

National Digital Literacy Mission

ICTACT, Online

Jul 2016 - Jul 2016

SKILLS

English Proficiency (Written)

Advanced

Social Media Marketing

Advanced

Digital Marketing

Advanced

English Proficiency (Spoken)

Advanced

Creative Writing

Advanced

British English

Intermediate

Project Management

Intermediate

Internet of Things (IoT)

Advanced

Report Writing

Advanced

Accounting

Intermediate

Email Marketing

Advanced

Copywriting

Advanced

**Search Engine
Optimization (SEO)**

Advanced

WORK SAMPLES**Other portfolio link**

<https://docs.google.com/document/d/1TMT2qt6aHHuSd5hD-YsPT1JkKxa--Zab0ajhGtgIJTE/edit?usp=drivesdk>