# **Huma Shaikh**

### **EDUCATION**

# Post Graduate Diploma, Dietetics And Public Nutrition

Ignou University 2017 - 2020

# B.Sc (clinical Nutrition And Dietetics), FOOD SCIENCE AND NUTRITION

Dr. BMN College Of Home Science 2010 - 2013

#### WORK EXPERIENCE

# **Content And Digital Marketing Intern**

MITT ARV, Virtual
Internship • Mar 2024 - Present (4 months)
SEO,
Newsletters,
Creative writing,
Description.

## **Content Writer**

Freelancer, Virtual

Job • Dec 2023 - Present (6 months)

Working as a freelance content writer with Infinite SEO

### **Senior Content Writer**

Ranksoldier International Pvt Ltd, Virtual Job • Jul 2022 - Dec 2023 (1 year 5 months)

I started as a copywriter intern in the company, my hardwork and dedication lead me to APM position.
I got to learn team work and communication skills. I even got an hand on experience with foreign journalists through outreach email of the clients.

# **Content Writing**

Linkedin, Virtual

Job • Feb 2022 - Present (2 years 5 months)

Currently working with CYBERNETICS WEB SOLUTIONS as a freelance content writer, my responsibility is to write description of ancient rugs.

# **Content Writing**

Linkedin, Virtual Job • Oct 2021 - Oct 2021 (1 month) I had done internship with virtual wire website for a month where I was able to learn team work. During this duration, I got an opportunity to write 5 article for their website.

#### Intern Dietician

Wockhart Hospitals, Mumbai

Internship • Jul 2016 - Nov 2016 (4 months)

Worked under Registered dietician and got to know about various diseases and many more things.

### **Dietetics/Nutrition**

Gym, Mumbai

Job • Jan 2014 - May 2015 (1 year 4 months)

Managing work with the team

Diet management

Making short description about clients success

Poster for various nutritional events

# **Quality Control**

Britannia, Mumbai

Internship • Feb 2013 - Apr 2013 (2 months)

Got to know how Biscuits are made and done quality control for packaging and production

POSITIONS OF RESPONSIBILITY

I have volunteered for 2 days at Nature Fest held at Bhavan's college.

I have volunteered for 4 days at event held in Hotel Grand Hayat.

### TRAININGS

# **Digital Marketing**

Internshala Trainings, Online

Jan 2024 - Apr 2024

Successfully completed a 8 weeks online certified training on Digital Marketing. The training consisted of Building Web Presence, Search Engine Optimisation, Digital Advertising with Google Ads, Google Ads Search Certification, Social Media Marketing, Email Marketing, Inbound Marketing, Revisiting Google Analytics, Newer Trends in Digital Marketing, and The Final Project modules. In the final assessment, I scored 75% marks.

# Computer

Dr.bmn College Of Home Science, Mumbai

Jun 2011 - Apr 2012

Done diploma in Basic computer with O grade.

### **PROJECTS**

### **Pukaar**

Sep 2012 - Mar 2013

Worked with a team for research with the help of Pukaar organisation.

SKILLS

**MS-Excel** 

Intermediate

Intermediate

**Dietetics/Nutrition** 

**English Proficiency** 

(**Spoken**)
Advanced

English Proficiency (Written)

Advanced

Hindi Proficiency (Spoken)

Advanced

Copywriting

Beginner

**Content Writing** 

Intermediate

Search Engine
Optimization (SEO)

Beginner

**Blogging** 

Beginner

**Creative Writing** 

Beginner

Research and Analytics

Beginner

ADDITIONAL DETAILS

Secured 1 prize in both slogan and poster making competition at intercollegiate level.