

RAAYA ZAMAN

Naliapool, Dibrugarh, Assam

raayazaman@gmail.com
9127430366

Objective

As a passionate and skilled writer with a deep understanding of effective content creation, I am confident that my expertise and dedication would make me a valuable asset to your team. My educational background in English has equipped me with a strong foundation in effective communication and storytelling. I possess a keen eye for detail, ensuring accuracy and grammar precision in my work. I am also skilled at conducting thorough research, enabling me to produce well-informed and authoritative content on a wide range of topics.

Experience

InspectHOA

Bylaws Analyst

Read through HOA documents and highlighted important information and arranged them in a systematic way.

May 2021 - July 2022

Education

Tezpur University

Integrated M.A in English
2023 — 6.67

Salt Brook Academy

Higher Secondary
2018 — 67

Little Flower Higher Secondary School

HSLC
2016 — 91.33

Skills

- Proofreading
- Editing
- Written and spoken English proficiency
- Creative Writing
- MS- Office
- Content Writing

Additional Information

Private Tutor (2019 -2022)

Internships

Proofreading, InspectHOA (May 2021 -August 2021)

Achievements & Awards

1st Prize in On The Spot Poetry Writing Competition, Dibrugarh University, 2017.
3rd Prize in Short Story Writing Competition, Tezpur University, 2021.
1st Prize in On The Spot Poetry Writing Competition, Tezpur University, 2023.

Trainings and Certifications

Creative Writing, Internshala (May 2021- June 2021)

Internship and Job Preparation Training, Internshala (June 2021 - July 2021)

Internship Awareness Certificate, Internshala (August 2021).

Certificate for Participation, YuWaah India at UNICEF (September 2021).

Language

English, Assamese , Hindi