



# NINJAL NAVDIYA

## Content writer||Social media marketing manager||Project Management

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Excellent reputation for resolving problems and improving customer satisfaction. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

## Contact

### Phone

+ 91- 8209010259

### Email

ninjalnavdiya771@gmail.com

### Address

Udaipur, India 313001

## Education

2013-2017

**Bachelor in Technology  
(B.Tech): Electronics And  
Communication  
Rajasthan Technical University  
(RTU)- Kota**

## Expertise

- Content writer
- Social media marketing manager
- Project Management
- Teacher

## Language

English

Hindi

## Experience

### 2019-07 - Current

civil services academy , Udaipur , Rajasthan

### Faculty - IAS exams

Polity & Governance, Environment, Current Affairs,

### Content Writer || SEO Expert

Notes Optimization, Digital content including posters, Articles, Blog .

### Social Media Marketing Manager

Social Media Post Management, Google ads, Meta ads.

### 2023 January - current

Freelancer at Upwork

### Project Management

Provide my services to national and international client as project manager and virtual assistant for various projects.

## Certificates

Training : Tempsens Instruments private limited,udaipur (june 2016 - august 2016)

>Major project : Smart meter

Certificates :

1. Embedded Systems Design and programming using ARM mbed by ARM university program training course.
2. Attended Autobotz -AVR conducted by Technophilia systems in association with Robotics and computer applications institute of USA.

## Hobbies

Dancing  
Reading Articles