

EDUCATION

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

Bharathiar University Coimbatore

2015 - 2017

Diploma, HRM

AIIMA

2016 - 2017

WORK EXPERIENCE

Freelancer Transcription

Shaip.ai, Virtual

Job • Sep 2023 - Dec 2023 (3 months)

I was working as a Punjabi & English transcriptionist as a freelancer.

Content Writer

Marpu Foundation, Virtual

Job • Jan 2023 - Jan 2024 (11 months)

While at the Marpu Foundation, I found out that my true calling is writing. I'll always be grateful for this amazing experience. Here's to a bright future as a writer.

STUDY VISA PROCESSING ASSISTANCE

HSA VISA WORLD, Chandigarh

Job • Dec 2021 - Dec 2023 (2 years)

Customer Service Agent

AISATS, Delhi

Job • Nov 2018 - Mar 2020 (1 year 5 months)

POSITIONS OF RESPONSIBILITY

CSA Responsibilities:

1. Customer Support:
2. Issue Resolution:
3. Communication:

Both roles Visa assistance and CSA involve a strong focus on customer service, effective communication, and attention to detail.

TRAININGS

Content Writing Training

Writer's Medium "Knack Ardour", Online

Nov 2023 - Dec 2023

SKILLS

Creative Writing

Intermediate

English Proficiency (Written)

Intermediate

English Proficiency (Spoken)

Intermediate

Content Writing

Intermediate

WORK SAMPLES

Blog link

<https://itsmesheetal.blogspot.com/>

Other portfolio link

https://drive.google.com/drive/folders/1nUXBxzchuun2QEY6StSUoqdQtJRkdRB6?usp=drive_link

ADDITIONAL DETAILS

Different publishers have published My Four write-ups.
The Writer's Pocket has published one short story.
One of two poetries published by Thoughtshmn.
One short story Published by Natal's publication.

I have written an article on nftstudio24 Japan Based company.
got certificate also.