

CURRICULAM VITAE

ANIL SINGH PUNDIR

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Post applied for – Chat/email /backend process

My portfolio [link](#)

OBJECTIVE

To acquire a good position in the organization where I can use and enhance my skills.

EDUCATIONAL QUALIFICATIONS

- Graduation from Pune University (2004).
- Schooling from C.B.S.E board (2001).
- Computer Hardware + Networking Diploma (2009).
- BPED (Aug 2012 to Feb 2014).

COMPUTER SKILLS

- M.S Office
- Troubleshooting of desktop.
- Internet & various software's.
- Good command over typing (Speed 30-40 wpm).
- knowledge of computer hardware.
- Google docs.

WORKING EXPERIENCE

- Worked in Beverly park 2 condominium as an admin assistant, from the period of 1st January 2010 to 12 April 2011.
- Worked in IBM Daksh (Concentrix) in blue berry process from 03.10.2011 to 01.08.2012 (Id – 183030).
- Worked in schools as a sports teacher from March 2014 to Jan 2019 (lockdown).

Digital marketing experience

- Work experience – 2019 to 2023. Currently working as a freelancer.
- Started online writing in 2019 and built multiple WordPress websites (blog & ecommerce).
- Currently writing content in different niche websites including sports, agriculture, science and travel etc.
- Wrote content for sports website.
- Google analytics and google search console configuration.
- Keyword research through google search console.
- My personal website - Signuptrendingnature.com.
- YouTube channel – Trending nature.

Digital marketing skills

- Website creation (blog & ecommerce).
- **Websites** I have built are cryptotution.com (blog) and manvsgreen.com (ecommerce) etc.
- SEO, traffic, keyword research & email marketing.

1. Website related skills

- Hosting and domain selection.
- WordPress website creation (blog & ecommerce).
- Google search console configuration.
- Google analytics configuration.
- Sitemap submission.
- Content writing and publishing.
- Web stories.
- Logo design.
- Plugin installation rank math, cache etc.

2. Traffic source

- Organic traffic.

- Social traffic – Quora, Facebook, Pinterest, Instagram, Reddit and Youtube.

3. **Keyword research and topic selection**

- Google (keyword research).
- Google search console (keyword research).
- Google trends & search console (topic selection).

SEO

On page

- Select H1 for title of the post.
- Make sure title starts with capital letter.
- Proper h2, h3 for heading and subheading of the content.
- To the point meta and description & content design in sequence.
- Content length as per information, minimum 600 words.
- Url check – Don't exceed 75 alphabets.
- Check keywords - No stuffing, add keywords from search console.
- Inter linking the post with other posts (imp for other post rank).
- Silo structure – Interlink the related posts only.
- Outbound link – Mark no follow as per google update.
- Affiliate link – Mark sponsored as per google.
- After content publish submitting it in google search console.
- Robot.txt check - Whether it is blocking some important data.

Off page

- Check backlink profile.
- Build only high quality backlinks.
- Check and remove broken links.
- Share content on social media platforms.
- Drive traffic from social media like quora, pintrest, reddit, insta and fb etc.
- Start writing on quora for high value traffic.
- Try to join local listings.
- Start guest postings.

- Collaborate with similar niche websites.
- Register on google my business and regularly update the new photos of the related shop.

Strengths

Punctuality, learning habits and never giving up attitude are my strengths. I am ready to learn more and more. I am a hustler and habitual in doing the research work for projects.

PERSONAL DETAILS

Father's Name	: Shri Raghbir Singh Pundir
Date of Birth	: 08-June-1984
Marital Status	: Married
Nationality	: Indian
Sex	: Male
Hobbies	: Exploring software's, Playing cricket
Language known	: Hindi, English
Salary Expected	: Negotiable

DECLARATION

I hereby declare that the above information's are true to the best of my knowledge and belief, if found incorrect I would be liable to Execute under your company's rules & regulations.

Place :

Date :

(Anil Singh Pundir)