

# Hi, I'm NABAMITA GHOSH.

ENTHUSIASTIC CONTENT WRITER

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## SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Willing to associate and learn new style of content writing projects and tools and techniques.

## SKILLS

- Communication skill
- Keeping deadlines
- Editing & proofreading
- Researching
- Blog writing
- Critical Thinking

## EXPERIENCE

**Content Writer Intern** 12/2020 - 06/2021  
OMVIN NEW DELHI, INDIA

- Performed in-depth research into topics to write clear and accurate copy.
- Completed time-sensitive writing assigned on short notice and consistently met deadlines.
- Need to grab knowledge on food license variety, GST calculation etc.

**Pre-primary Teacher** 06/2018 - 01/2020  
LITTLE LAUREATES Kolkata

- Taught children foundational skills in colors, shapes and letters.
- Controlled classroom environments with clearly outlined rules and positive reinforcement techniques.
- Implemented hands-on, play-based strategies for experiential learning.
- Identified children in need of extra support for emotional, health-related or developmental concerns and conceived improvement strategies.
- Read stories to children and taught painting, drawing and crafts.

**Play School Teacher** 05/2017 - 03/2018  
KIDZEE KOLKATA, INDIA

- Communicated with children's parents and guardians about daily activities, behaviors and problems.
- Supervised circle time, free play, outside play and learning and developmental activities.
- Observed behavioural issues to alert parents or guardians.

## EDUCATION AND TRAINING

**Master of Arts: English** 05/2017  
RABINDRA BHARATI UNIVERSITY, KOLKATA

- GPA : 47.25

**Post Graduate Program: CONTENT WRITING**  
*HENRY HARVIN, NEW DELHI*

**LANGUAGES**

**Bengali:** First Language

**English:**

C1

**hindi:**

B2

Advanced

Upper Intermediate

**CERTIFICATIONS**

- POST GRADUATE IN CONTENT WRITING FROM HENRY HARVIN EDUCATION - 2022
- CERTIFIED COPYWRITING SPECIALIST FROM HENRY HARVIN EDUCATION - 2022
- CERTIFIED CREATIVE WRITING SPECIALIST FROM HENRY HARVIN EDUCATION - 2022
- CERTIFIED TECHNICAL WRITER FROM HENRY HARVIN EDUCATION - 2022
- CERTIFIED DIGITAL CONTENT WRITER FROM HENRY HARVIN EDUCATION - 2022