

# SANA KHAN



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## LANGUAGES

Efficient communication in English & Hindi

## PERSONAL QUALITIES

- Ability to work independently as well as in a team.
- Good oral and written Communication.
- Quick Learner, Confident, Punctual & Hard worker.

## CERTIFICATIONS

Major training in Computer Networking from CRISP

## TECHNICAL SKILLS

- Operating system: windows xp, windows 98, windows 8
- Internet Avenues : HTML, E-mail, Internet Surfing.
- Office Automation: Microsoft Office 2003, Microsoft Office 2007

## EXTRA CURRICULAR ACTIVITIES

- Actively participated in Annual functions and cultural activities at school/colleges like debate & competition

## HOBBIES

Working on Computer, Internet, Playing Badminton and listening music.

## EDUCATION

- Pursuing Master Of Technology in Computer Science from SISTec
- Bachelor of Engineering in Computer Science with aggregate 79.5%

## OBJECTIVE

Seeking an opportunity promising high quality of work, a place where I can use my potential and explore the new world of quality work, where work culture is competitive. I just want to prove my capability and grow continuously.

## WORK EXPERIENCE:

### DDM informatics



Currently working with **DDM Informatics** as SEO Executive from 3 Aug'2020.

### 1pointseo.net



Web Development | Digital Marketing

1 yr experience with **1pointseo.net** as SEO expert in the from May'2018-Jun'2019

### Duties :

- Client Requirement Analysis
- Competitive Analysis
- Keyword Research Analysis – Google

### ADwords

- Landing Page Identification & Optimization
- Website content optimization & internal

### linking

- Meta data & Alt tag optimization
- Heading tags optimization
- HTML code optimization
- Website Structure & URL optimization
- Website Analysis & Evaluation
- Website Technical Audit & optimization
- Content optimization – for

website,blogs,articles and press release

- Types of websites handled – E-commerce , Service based , Informational

• Websites targeting local , global & regional audiences

- Ranking analysis – using MySEO Tool , Majestic SEO , SEM Rush

• Traffic Analysis – using Google Analytics Tool , Google Webmaster Tool

- Create Seo Recommendation Report, Website Ranking Report
- Creating Online Marketing Strategy by analysing market requirement
- Social Media Profile Handling (Facebook,Pinterest,Twitter,Google plus)
- Backlink Analysis and Audit
- Tools Used: Google Adwords, Google Analytics, Google Web Master Tool, SEMrush, Schema Generator , RSS Feed generator etc.

## Konvert Klicks



1month worked with **Konvert Klicks** as trainee in 2019.

## Seo Valley Solutions



In Jun 2017 – Mar'2018 had beed worked with **SeoValley Solutions** as SEO Offpage expert there over i handled responsibilities responsibilities handled as :

Social bookmarking, Social networking, Directory submission on web ,Article submission, Blog submission, Blog commenting, Forum posting ,Image promotion, Video Promotion, Free classifieds add posting, Press Release promotion, Profile creation, Business Profile listing, Forum Profile creation, Web 2.0 Profile creation,Backlink Audit,RSS submission,Document sharing,Shopping Feed, Webinar promotion, Create Infographics,Competition Link Research