
EDUCATION

Master of Arts (M.A.), English

Pandit Deendayal Petroleum University

2023 - 2025

Bachelor of Mass Communication (B.M.C.)

Prestige Institute of Management and Research

2018 - 2021

JOBS

Content Writing

Publicity Port, Virtual

Jun 2022 - Jan 2023

Wrote and edited articles for various clients.

Created visuals and banners for the said articles on Canva

Social Media Manager

Freelance, Indore

Apr 2022 - Mar 2023

Worked with multiple event management companies as their Social Media Manager.

Converted new leads as well as maintained relations with old ones.

Volunteering

Sanskar Manjari, Indore

Sep 2020 - Dec 2020

Helped with office tasks including taking messages and answering phone inquiries.

Organized and managed events and projects as part of community support services.

Coordinated food, clothing and household items for disadvantaged individuals.

Social Media Manager

Hanging Owl, Indore

Apr 2020 - Nov 2021

Wrote and edited high-quality content and visually impactful programs under deadline with captivating and authentic approach. Completed thorough research into assigned topics. Produced original, creative content for advertisements and marketing.

POSITIONS OF RESPONSIBILITY

Editor- School Newspaper

Contributor- College Newspaper

TRAININGS

Creative Writing

Internshala Trainings, Online

Jun 2020 - Jul 2020

Successfully completed a six weeks online certified training on Creative Writing. The training consisted of Getting Started With Creative Writing, Fiction, Editing, Non-fiction, Screenplay and Advertising and Publishing modules. In the final assessment, I scored 88% marks.

Photography

Zica, Indore

Apr 2018 - Jun 2018

SKILLS

MS-Word

Advanced

Social Media Marketing

Beginner

Photography

Intermediate

Creative Writing

Advanced

Blogging

Intermediate

Copywriting

Intermediate

English Proficiency (Written)

Advanced

Report Writing

Intermediate

Canva

Advanced

WORK SAMPLES

Other portfolio link

<https://drive.google.com/drive/folders/1WDxPRcEIUaLRiZYcAASDMOkU9NFYpOzi?usp=sharing>