

# NITIKA RAJ

## SUMMARY

---

Multi-talented student able to research, write and edit wide range of content. Capable of working with little oversight to write interesting, clean and clear copy. Seeking growth-oriented position with a progressive organisation. Experienced in working quickly and accurately to complete work in accordance with the guidelines.

## CONTACT

---

**Phone:** 7982113729

**Email:** nitikaraj7703@gmail.com

**Address:** Gola Road, Patna, Bihar, 801503

## EDUCATION

---

### **B.A. (Hons.) English**

Ambedkar University, Delhi  
2020-2023

### **Senior Secondary (XII), Arts**

Bal Bharati Public School, Noida  
(CBSE)

Year of Completion: 2020  
Percentage: 90.60%

### **Secondary (X)**

Bal Bharati Public School, Noida  
(CBSE)

Year of Completion: 2018  
Percentage: 71.20%

## SKILLS

---

- Content Writing
- Managing Social Media
- Presentation Skills
- Detail- oriented
- Confident Communication
- Aware of various forms of academic writing styles
- Writing opinions
- Copy writing
- Writing assessments
- Report writing
- MS Excel
- MS Word
- Canva

## EXTRA CURRICULAR

---

### **Logistics Head at Girl Up Abaadh**

A society at Ambedkar University, Delhi (2022)

### **Member of Girl Up Abaadh**

A society at Ambedkar University, Delhi (2021)

## CERTIFICATES

---

### **Productivity and Time Management for the Overwhelmed**

A course on Udemy

### **Microsoft Excel- Excel from Beginner to Advanced**

A course on Udemy

### **Junior Diploma in Synthesizer**

Prayag Sangeet Samiti, (2014-2015)