



DIVYANSHI VERMA

About Me

A versatile professional with experience in content creation and social media management. My roles as an Assistant Teacher, Admission Counselor, and Content Writer, coupled with my position as a Social Media Manager, highlight my skills in student management, content creation, and online brand presence. I excel in written communication, creative writing, and social media marketing."



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LANGUAGE

- English
- Hindi

EXPERTISE

- HR Head
- Content Writer
- Assistant Teacher
- Admission Counselor
- Social Media manager
- Management Skills
- Critical Thinking
- Leadership

EDUCATION

Kanpur University

Bachelor of Commerce
2018-2021

EXPERIENCE

Social Media Manager

Heliger Borden Education Centre, Kanpur

Job•Apr 2022 □ Present (1 year 7 months)

- Responsible for managing all social media channels, ensuring a consistent online presence.
- Create and schedule daily social media posts across various platforms to engage the audience and drive brand awareness.

HR Head

Heliger Borden Education Centre, Kanpur

Job•Apr 2021-Mar 2022 (1 year)

- Successfully managed a team of 150 employees, overseeing their recruitment, onboarding, and day-to-day activities.
- Led the end-to-end hiring process, from sourcing candidates to making final selections, ensuring a highly qualified work force.

Content Writer

Freelancer, Virtual

Job• Apr 2020-Nov 2023 (3 years 7 months)

- Develop well-researched and original articles, blog posts, and other content in accordance with provided guidelines.
- Proofread and edit work for grammar, spelling, and style, ensuring error-free and polished content.

Admission Counselor

Heliger Borden Education Centre, Kanpur

Job• Apr 2020-Mar 2021 (1 year)

- Compiled and generated comprehensive reports to track student performance and progress.
- Expertly handled admissions procedures and promptly responded to admission inquiries.

Assistant Teacher

Heliger Borden Education Centre, Kanpur

Job• Apr 2019-Apr 2020 (1 year)

- Served as an Assistant Teacher at HBEC.
- Acquired valuable experience in effectively managing and guiding students.
- Cultivated self-assurance in classroom management and student interaction.
- Devised engaging and innovative activities.

SKILLS SUMMARY

- Social Media Marketing
- English Proficiency (Written
- Digital Marketing
- Creative Writing