



CHIRANJEEV KAKWANI, Career Strategist

PROFESSIONAL RESUME WRITER | COVER LETTER

INTERNSHIP LETTER | LINKEDIN OPTIMIZER | INFOGRAPHIC CV

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PROFESSIONAL STATEMENT

Results-driven Resume Writer/Content Writer with a 5-plus-years successful track record of writing concise and fact-filled content on different topics. Demonstrated ability to write compellingly using proper subheadings. A passionate individual who searches the web and collects information on any given subject. Exceptional talent for using bullet lists and embedded links throughout the text, and proofreading content to check for logical and grammatical errors. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.

Seeking a position that would provide me to contribute and develop my knowledge and skills in the industry that offers professional growth while working for the welfare of the company, through constant learning and perseverance.

PROFESSIONAL SYNOPSIS

- Accomplished, ambitious, and motivated Career Strategist with more than 5 years of experience in Resume Writing (**Video Resume, Resume, LinkedIn Customization, PowerPoint Resume & Presentation**), cover letter writing, and word formatting.
- Wrote comprehensive and precise case notes to document progress for the client.
- Expert in working with professionals struggling to build a career.
- In-depth knowledge of the job industry and related skills.
- Ability to assess clients' skills and provide right counseling.
- Holds good relationships with recruiting departments of different organizations.
- Skilled in assisting and finding employment for clients matching with their skills.
- Problem solving skills, ability to identify root causes and recommend solutions, good analytical skills, good written and verbal communication skills.
- Proven track record of taking responsibility for specific tasks and leading these to a successful outcome.

CORE COMPETENCES

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|--------------------------|-----------------------------|---------------------------------|
| Executive Bios | Career Branding | Company Targeting |
| Resume Writing | Career Development | Thought Leadership |
| LinkedIn Profile Writing | Career Change & Advancement | Executive Job Search Strategies |

EDUCATION & CERTIFICATION

- ❖ **BACHELOR OF BUSINESS ADMINISTRATION, Renaissance college** DAVV University, Indore, – 2013-60%
- ❖ **HIGHER SECONDARY EDUCATION, Agrawal public school Commerce (IP)** CBSE Indore Madhya Pradesh, – 75%.
- ❖ **SENIOR SECONDARY EDUCATION Agrawal public school** CBSE Indore Madhya Pradesh, India – 2008 with 67%

CAREER NARRATIVE

Bridgetalent pvt ltd – Pune, India (Work from home remotely) 1 month contract basis job

❖ **DATA Support Specialist – Resume Writer/Resume Formatter in Day shift UK** Mar 2021 | Apr 2022

Main Duties:

Working in Bridgetalent Support Team.

- Creating & formatting multiple types of resumes for Bridgetalent clients.
- Identifying and using the correct type of format for every candidate as a resume must be tailored to the specific needs of each industry.
- Drafting the content at par with industry standards and quality standards.
- Ensuring there are no grammatical errors, spelling mistakes or factual errors while writing the resume or submitting candidate job proposal requests.
- Submitting candidates job proposal requests in multiple companies accounts.
- Submitting requirements on "Bullhorn" (As per the Standard Operating Procedure).

Spectraforce technologies – Pune, India (Work from home remotely)

❖ **Resume Writer in Night shift US**

Jan 2022 | Mar 2022

Main Duties:

Working in the Content Department.

- Created high-standard video resumes.
- Created high-quality PowerPoint presentations.
- Researched and organized facts and sources.
- Reviewed existing files and provide a critique.
- Directly interacted with the client as necessary by phone or email to understand expectations and highlight relevant experience and skills for the resume.
- Researched data points required for drafting.
- Drafted the content at par with industry standards and quality standards.
- Wrote and edited resumes and cover letter content.
- Made sure there are no grammatical errors, spelling mistakes or factual errors while writing the resume.
- Wrote resumes from scratch using the client's existing resume and information provided in a questionnaire.
- Created a resume with the correct format and content to emphasize the skills, experience, and achievements of the candidates.
- Identified and used the right type of format for every candidate as a resume must be tailored to the specific needs of each country/industry.

Kumaran systems- Bangalore, India (Work from home remotely)

❖ **Resume formatter**

Oct 2021 | Dec 2021

Main Duties:

Worked in HRO Department (WorkStory/VisualCV)

- Worked for World's no. 1 Resume site "VisualCV".
- Created 150 categories (Each category have 3 samples) of samples (Template) for "VisualCV".
- Created master procedure documentation for the process.
- Formatted all kind of Resume.
- Formatted all kinds of language Resume.

Worked in HRO Department (Contentful)

- Created many of resumes categories for "VisualCV" on Contentful site and edited the resumes categories as required.

Worked in HRO Department (DHR)

- DHR is the only global executive search firm that combines unparalleled research capabilities, truly personalized service and creative agility.
- Found duplicates for the DHR client.
- Notified the clients if we have duplicate entry.
- Merged the duplicate entry as per client instruction.

Worked in HRO Department (Job Posting)

- Posted jobs for eQuest in all over the USA.

Freelancer (Self employed)

❖ **Resume writer, IT Projects Bidder and online e-commerce reseller.**

Jan 2015 | Sept 2021

Main Duties:

Sales force

- Worked on RRD (Now Donnelly Financial Solution) Salesforce.
- Prep the Jobs for RRD (Now Donnelly Financial Solution).
- Read all the client provided instruction.
- Creating the require Job Section for the work.
- Read weekly SOP (Standard operating procedure)

Active Disclosure

- Created the project as per client provided taxonomy.
- Created the require Job Sections for the work.
- Able to delete the project as per client need.
- Worked with the document "Master-wise" and "Section-wise" also.

MS Word

- Formatted the financial tables using MS Word and Excel.
- Implemented the Client provided document.
- Edited the document as per client instruction.
- Paginated the document as per client instruction.
- Deeply Quality Check of the document.
- Made TOC of documents.
- Setting the Folios (Page Numbers).
- Converted the document file to HTML and PDF with the use of the client provided the tool.

PDF

- Formatted the PDF files.
- Extracting PDF with the help of the OCR Tool.
- Made PDF listenable for CQF healthcare plans.

COMPUTER KNOWLEDGE

- MS-office (Word, Excel, PowerPoint).
- Google sheets, English and Hindi typing, Email drafting.
- Internet browsing.

PERSONAL DETAILS

Father's Name	-	Mr. Ratan kakwani
Date of Birth	-	02-01-1993
Gender	-	Male
Nationality	-	Indian
Languages known-		English(Fluent),Hindi, Sindhi
Passport no	-	N6806664 Valid till 22-3-2026
Marital status	-	Single
Expected salary	-	According to company norms
Notice period	-	Can join immediately