

EDUCATION

Bachelor of Arts (B.A.), Arts

Pune University

2019 - 2022

WORK EXPERIENCE

SEO Executive

Future Insights, Virtual

Internship • Mar 2024 - Apr 2024 (2 months)

1. Building quality backlinks
2. Working on keyword research and planning
3. Learning new techniques to rank sites organically with seniors

Search Engine Optimization (SEO)

Instituterank, Virtual

Internship • Oct 2023 - Dec 2023 (3 months)

Video And Shorts Making And editing

Auditing Existing Website

Competitive research and Benchmarking

Keyword research and mapping

Content writing and optimization

On-page optimization

Link building outreach

Client Relationship Manager

Weekend Home, Pune

Job • Jun 2022 - Mar 2024 (1 year 8 months)

Communication With Client and Management Of Queries

Data Operations

Inventory Management

Supervision On Staff

Accountant

Vrindavan Co . Operative, Pune

Job • Jun 2022 - Mar 2024 (1 year 9 months)

Data Operation

Passing Entries of Bank Reconciliation , FD, Depreciation , Funds.

Tally Operation

And Account Writing For Auditing Purpose

Administration Executive

Automate India, Pune

Job • Nov 2021 - Mar 2022 (5 months)

	Document Verification And Maintenance of Legal Documents Supervision On Fellow Staff Communication With Clients Data Operations Management Of Inventories	
POSITIONS OF RESPONSIBILITY	NSS Volunteer Sport Committee member in college Part of Youth assembly Participation In Stage Vocal Performance	
TRAININGS	Advanced Digital Marketing Certification - Piidm Piidm, Pune Jul 2023 - Sep 2023	
PROJECTS	Digital Marketing Sep 2023 - Dec 2023 https://www.linkedin.com/pulse/best-upsc-coaching-delhi-kareenaranking-undefined-zyazf Content Writing On Specific Topic with Detailed Information Research	
	Website Sep 2023 - Dec 2023 https://instituterank.com/best-neet-pg-coaching-in-pune/ Created Website On education Section With Research	
	Video making Sep 2023 - Dec 2023 https://youtu.be/o5577Y-ihOk?si=DjyOdWIAISAr-49o Made a basic Video On Educational Topic	
	Search Engine Optimization Dec 2023 - Dec 2023 Improvement in Key phrase ,Meta Descriptions , Keyword , Focus Keyword , Alignment of words	
SKILLS	Digital Marketing Intermediate	Social Media Marketing Intermediate
	English Proficiency (Written) Beginner	English Proficiency (Spoken) Beginner
	Creative Writing Intermediate	Canva Intermediate
	WordPress	Video Editing

Intermediate

Search Engine Optimization (SEO)

Intermediate

Search Engine Marketing (SEM)

Intermediate

Facebook Ads

Intermediate

Email Marketing

Beginner

Blogging

Intermediate

Video Making

Beginner

MS-Word

Intermediate

CRM

Intermediate

Hindi Proficiency (Written)

Advanced

Marathi Proficiency(Written)

Intermediate

Instagram Marketing

Intermediate

Google Analytics

Intermediate

Sales

Intermediate

Design Thinking

Intermediate

Adobe Photoshop

Beginner

Beginner

Content Writing

Intermediate

Facebook Marketing

Intermediate

MS-Office

Intermediate

MS-Excel

Intermediate

Research and Analytics

Intermediate

Content Marketing

Intermediate

Tally

Intermediate

Hindi Proficiency (Spoken)

Advanced

Marathi Proficiency(Spoken)

Intermediate

MS-PowerPoint

Intermediate

Google AdWords

Intermediate

Accounting

Intermediate

LinkedIn Marketing

Intermediate

Google Workspace

Beginner

WORK SAMPLES

Other portfolio link

<https://instituterank.com/best-neet-pg-coaching-in-pune/>

