

# Kalaimathie

## CONTACT

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E4/22, 1<sup>st</sup> main road, otteri extension, vandalur, chennai – 600048  
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## EDUCATION

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### **Vidhya Sagar Women's College**

*Bachelor Of English Literature*

*Chengalpattu  
2017 -2020*

- Under Madras University
- Secured 60%
- Student Council Joint Treasurer (2017), Chairman of Karuna and Enviro Club (2019)

### **SSKV Matriculation Higher Secondary School**

*Major in Commerce*

*Kanchipuram  
2017*

- State Board
- Secured 83.4%
- Been part of Basket Ball team (District level player)

### **Sree Narayana Guru Matriculation Higher Secondary School**

*SSLC*

*Kanchipuram  
2015*

- State Board
- Secured 74%
- Been part of Yoga club

## EXPERIENCE

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### **India filings.**

*Business Advisor*

*Guindy  
Jan 2022 – May 2022*

- Guided clients to register their business.
- Managed their business details and information.
- Solved the queries of the clients regarding the business registration process.
- Explained business registration plans and packages to the clients as per the company policy.

## ADDITIONAL

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**Technical Skills:** Content Writing, Technical Writing, Legal Writing, White Paper & Research Paper, Digital Marketing, Content Developing, Keyword Research, Article Writing, Blog Writing, Copy Writing, Proofreading, SEO Content Writing, Search Engine Optimization, Google Ads, Social Media Marketing, Email Marketing, MS Office, Excel & PowerPoint, Photoshop, Google Analytics, AdSense, WordPress, Canva.

**Languages:** Fluent in Tamil, English; Conversational Proficiency in Kannada, Hindi.

**Certifications & Training:** Certified Digital Marketer - Advanced Digital Marketing Course in Digiperform, Certified Content Writer - Content Writing Master Course IIM Skills.

**Internships:** Done Internship program conducted by IIM Skills as a Content Writer.