



Leena Naik A

**DIGITAL MARKETING EXECUTIVE
SEO (SEARCH ENGINE OPTIMIZATION)
CONTENT CREATOR**

CONTACT

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Karnataka, India - 560068

PROFILE

Keeping in view my academic knowledge, performance, and skills, I wish to start my career in your organization, offer my best to the organization & grow with it to a more & more responsible position.

LANGUAGES

English - Fluent
Kannada - Fluent
Hindi - Fluent
Marathi - Conversational

REFERENCES

Available upon request.

EDUCATION

**Dr.veerendra Heggade Institution of Management Studies,
Dharwad - 2017**

MBA (HR & MARKETING)

Bharatesh College of Commerce and Science, Belagavi, - 2015

BACHELOR OF COMMERCE (B.Com)

WORK EXPERIENCE

Digital Marketing Experience | SEO | Content Writing | GSC

Growthdish: Jan -2023 to working (Internship)

- Digital Marketing
- Search Engine Optimization (SEO)
- Keyword Research
- Google Search Console

Digital Marketing Course | SEO (Search Engine Optimization)

Great Learning : Aug -2022 to Jan -2023

- Digital Marketing Experience
- Search Engine Optimization (SEO)
- Content Creating
- Keyword Research
- Website Building
- Google Search Console

Digital Marketing Course | SEO (Search Engine Optimization)

Growthdish : Sep -2022 to Dec -2022

- Search Engine Optimization (SEO)
- Content Creating
- Keyword Research
- Website Building
- Google Search Console
- Google Ads
- Instagram Marketing
- Graphic Design

Digital Marketing Course

Udemy : Jan -2022 to May -2022

- Digital Marketing Experience
- Search Engine Optimization (SEO)
- Website Building

HR RECRUITMENT - CO-ORDINATION:

Rapid works : Dec -2019 to Dec -2021

- Co-Ordination Coordinating with contract agencies & managers to identify business needs, educating managers through performance reviews.
- Followed up with notable applicants' source via industry - Searching for quality resume on job portals like Monster.com, Naukari.com, LinkedIn, or in an internal database.

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- Taking personal interview & scheduling 2nd round of Interview with Manager.
- Analyzed all job requirements and screened the appropriate candidate for the job.
- Participated in various candidate selections and prepared an efficient interviewing schedule.

HR RECRUITMENT - EXECUTIVE

Syrex Info Service India Pvt.Ltd : Feb-2019 to Nov - 2019

- Screening the resumes for Different portals.
- Scheduling interviews for the candidates Tele calling and Marketing profile.
- Releasing Offer Letter, Appointment Letter, etc .
- Assisting Employees in personal development .
- Assisted candidates with the onboarding proces.
- Responsible for providing HR support & guidance to employees.
- Maintained energy and enthusiasm in a fast-paced environment.
- Proved successful working within tight deadlines and a fast-paced atmosphere.
- Maintained excellent attendance record, consistently arriving to work on time.
- Improved operations through consistent hard work and dedication.

HR RECRUITMENT - CO-ORDINATION

Tagplace Pvt.Ltd, Bangalore: May -2018 to Feb -2019

- Recruitment - Co-Ordination - Generated specific candidate pool for career opportunities through strategic Placement of an advertisement.
- Good understanding of technical profiles.
- Posting job vacancies in job portals.
- Screening profiles and conducting preliminary checks.
- Scheduling telephonic and face-to-face interviews.
- Follow up with shortlisted candidates.


CERTIFICATES


- **Growth Dish** - Complete Digital Marketing.
- **Udemy** - Website Creation, SEO
- **Great Learning** - Instagram Marketing
- **Great Learning** - Affiliate Marketing
- **Great Learning** - Digital Marketing


OTHER SKILLS

- Results-oriented
- Revenue generation
- Team Player
- Leadership
- Business Requirement Understanding

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SKILLS

- Digital Marketing
- Search Engine Optimization (SEO)
- Keyword Research
- Graphic Design
- Instagram Marketing
- Google Search Console
- Google Ads
- Presentation Skills
- Website Building
- Self-confidence

SOCIAL MEDIA

 [linkedin.com/in/leena-n-451b62124](https://www.linkedin.com/in/leena-n-451b62124)

 <https://www.instagram.com/>

 <https://www.facebook.com/>