

Huma Shaikh

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Mumbai, India

Education:

- Post Graduate Diploma in Dietetics and Public Nutrition
Ignou University, 2017 - 2020
- B.Sc in Clinical Nutrition and Dietetics, Food Science and Nutrition
Dr. BMN College of Home Science, 2010 - 2013

Experience:

Assistant Project Manager

Ranksoldier International Pvt Ltd, Virtual, Jul 2022 - Present

- Started as an Intern and quickly transitioned to APM position
- Conducted successful outreach to foreign journalists on behalf of clients
- Developed exceptional writing skills, teamwork, and communication skills

Freelance Content Writer

Cybernetics Web Solutions, Virtual, Feb 2022 - Present

- Write compelling descriptions of ancient rugs that exceed client expectations

Content Writing Intern, Virtual Wire Website, Virtual, Oct 2021 - Nov 2021

- Wrote 5 articles for the website and gained teamwork experience

Nutritionist

Gym Mumbai, Jan 2014 - May 2015

- Managed a team and provided diet management
- Created posters for various nutritional events
- Wrote short descriptions of clients' success

Internships:

Intern Dietician

Wockhart Hospitals, Mumbai, Jul 2016 - Nov 2016

- Worked under a registered dietician and gained knowledge about various diseases and treatments

Quality Control Intern, Britannia, Mumbai, Feb 2013 - Apr 2013

- Learned about biscuit production and performed quality control for packaging and production

Volunteer Experience:

- Nature Fest Bhavan's College, 2 days
- Hotel Event Hotel Grand Hayat, 4 days

Training/Course:

- Diploma in Basic Computer, Dr. BMN College of Home Science, Mumbai, Jun 2011 - Apr 2012

Skills:

- MS-Excel: Intermediate
- Dietetics/Nutrition: Intermediate
- English Proficiency (Spoken): Advanced
- English Proficiency (Written): Advanced
- Hindi Proficiency (Spoken): Advanced

Accomplishments:

- Secured 1st prize in slogan and poster-making competitions at the intercollegiate level.