
EDUCATION

Master of Commerce (M.Com), Finance

utkal university

2016 - 2018

CGPA: 6.55/7

Bachelor of Commerce (B.Com) (Hons.), Finance

Christ College

2013 - 2016

CGPA: 6.35/7

Senior Secondary (XII), Commerce

Christ College

(CHSE board)

Year of completion: 2013

CGPA: 6.75/7

Secondary (X)

Queen Mary's High School

(ICSE board)

Year of completion: 2011

CGPA: 7.50/10

JOBS

HR Document Creator

Avaesa, Virtual

Nov 2022 - Mar 2023

I was assigned to create HR documents for the organization and training and development modules for internal and external purposes. Additionally, I worked on physiological and mental awareness topics in brief for the target audience.

Content Writer

Zotezo.com, Virtual

Feb 2022 - Present

I was assigned to write blogs on various products regarding health, lifestyle, and fitness. These articles were posted online to give a light on best products that our audience can acquire. I learnt SEO techniques to rank our webpages on Google.

Operations Executive

SEAHANS MARINE SERVICES, Cuttack

Feb 2019 - Dec 2020

Worked as an Operations Executive at the Marine Firm based in Cuttack, Odisha. Was responsible for daily reports, training of collecting Officers, Client Requirements and Recruiting. Built project proposals for the new and existing clients.

INTERNSHIPS

Content Writer

Goodera, Virtual

Nov 2021 - Feb 2022

I was assigned with making collatorals for the company to make things smooth for CSM team. They were used to pitch the clients and I learnt a great deal of stuff from my seniors.

Search Engine Optimization (SEO)

Kidadl, Virtual

Aug 2021 - Sep 2021

Kidadl is an International Company which posts article for family audience. I was assigned to work in the Surfer SEO to make content briefs for the writers using Ahrefs Key word explorer and basic SEO techniques.

Content Writer

Evolving Elite, Virtual

Jul 2021 - Aug 2021

Was assigned with medical and technical articles for the website.

Content Writing

Anicode Digital, Virtual

Feb 2021 - Mar 2021

I was assigned to complete 2 books in a month with full research and guidance from my seniors. The book was about Organic Farming and I learnt about the format and paraphrasing required in Book writing.

Content Writing

College dunia, Virtual

Apr 2020 - Jun 2021

I have written reviews on college regarding the admission, courses, overview, placements , exams, cut off to make a guide for a student to pursue the said college.

TRAININGS



Top performer (Digital Marketing Training)

Verified and added by [Internshala Trainings](#)

Digital Marketing

Internshala Trainings, Online

Mar 2023 - May 2023

Successfully completed a 8 weeks online certified training on Digital Marketing. The training consisted of Building Web Presence, Search Engine Optimisation, Digital Advertising with Google Ads, Google Ads Search Certification, Social Media

Marketing, Email Marketing, Inbound Marketing, Revisiting Google Analytics, Newer Trends in Digital Marketing, and The Final Project modules. I scored 65% in the final assessment and was a top performer in the training.

Advanced Excel

Internshala Trainings, Online

Mar 2020 - Apr 2020

Successfully completed a four weeks online certified training on Advanced Excel. The training consisted of Getting Started with Excel, Excel Basics, Formulas & Functions, Working with Data and Advanced Concepts modules.

Creative Writing

Internshala Training, Online

Mar 2020 - Apr 2020

My training completed on 12th April. and in this training we learned about Fiction, Non-fiction, Editing, Screen-play writing and advertisement writing.

SKILLS

MS-Word

Intermediate

English Proficiency (Written)

Advanced

English Proficiency (Spoken)

Advanced

MS-Excel

Beginner

Teaching

Advanced

Search Engine Optimization (SEO)

Advanced

Creative Writing

Advanced

Canva

Advanced

WordPress

Advanced

WORK SAMPLES

Other portfolio link

[https://thebrowneyedgirl19.wordpress.com/2023/03/14/the-pros-and-cons-of-owning-a-smartphone-bal ...](https://thebrowneyedgirl19.wordpress.com/2023/03/14/the-pros-and-cons-of-owning-a-smartphone-bal...)

Blog link

<https://www.zotezo.com/profile/priya-sharma/?amp>