



POOJA JOSHI

poojajoshi09339@gmail.com

+91-9327829077

ABOUT ME:

Being an enthusiastic learner and explorer, I want to push my limits and comfort zone of teaching and writing. I look for topics that are exciting and unique at the same time. My degrees have always supported my critical and creative thinking. I am detail-oriented and get excited about opportunities that match my skills.

OBJECTIVES:

- To develop students' personal learning plans for high graduation and career pathways.
- To promote developmental interpersonal skills to build positive relationships with peers, adults, and the community around them.
- Make students recognize their individual strengths and challenges.

EXPERIENCE:

- Admission counselor at TIME Academy
- News Editor at N7 Channel
- Content Writer at Fictionsutra.com
- Content Writer at Story Mirror.com

EDUCATION:

Stream	Institution	Year	Marks
B.Ed English & Psychology	M.S.U., Vadodara	2023	77.2
M.A. English, Psychology	M.S.U., Vadodara	2021	68
B.A. English, Psychology	M.S.U. Vadodara	2016-19	68
BSc.Diploma Fashion Communication	M.S.U., Vadodara	2015-2016	80
12 th	Sohanlal Manihar School	2015	77
10 th	Adarsh Vidya Mandir	2013	75

Activities during Lockdown:

- Participated in Aura NGO for five months, it
 1. It helped me cope with the pandemic situation.
 2. Made me flexible to work under stress.
 3. Encouraged me to try out new things.
 4. Helped to manage my stress.
- Wrote research papers, which helped me with SEO.

On-Campus Involvement:

- **Institute of Fashion Technology (2015- 2016):**

Organization	Program	Contribution
Technical drawing	Model design	Kiosk design
Technical drawing	Store design	Brand store design
Urban cobbler (Technical drawing)	Renovation of Bus stop	Logo design
Fashion Communication	Radio Advertisement	Editing and scriptwriting
Technical drawing	Container design	Shoe container

- Co-opted member of the Sociology Students' Association. **(July 2017- April 2018)**
- Class representative of the Sociology Students' Association. **(July 2016- April 2017)**

TECHNICAL SKILLS: Content Writing, Creative Writing, Proficient in Microsoft Word, PowerPoint, and Excel, Search Engine Optimization (SEO), and Content Editing.

LANGUAGES KNOWN: Rajasthani, English, Hindi, and Gujarati.

ACHIEVEMENTS:

- Third prize in the Logo Design competition Pearl Academy organized in November 2014.

SOFT SKILLS: Active listening, communication, time management, creativity, positive attitude, problem solver, and teamwork.



Date – 25th Jan, 2021

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Pooja Joshi** has successfully completed her internship program with StoryMirror Infotech Pvt. Ltd. as '**Intern - Content Writing**' from 14th Dec, 2020 to 15th Jan, 2021.

She was working with the marketing team and was actively involved in the projects and tasks assigned to her. During the span, we found her punctual, hardworking and highly motivated. Her learning powers are good and she picks up swiftly.

Overall, her performance and conduct during the internship was good.

We wish her all the success in life.

Yours Sincerely,

Hitesh Jain
Co-founder and COO
StoryMirror

StoryMirror Infotech Pvt. Ltd.

📍 145/146, First Floor, Powai Plaza, Hiranandani Gardens, Powai, Mumbai - 400076
☎ 022 49343588 / 022 49340882 🌐 <https://storymirror.com>





DATE: 21/09/2021

Internship Experience Certificate

It is certified that Miss Pooja Joshi has served under Fictionsutra as a "Content Writer" from 01-02-2021 to 01-09-2021. During the internship period, we find her very hardworking, honest, punctual, reliable on her job as well as up to our expectations. We are sure about her capability that she would be able to do justify her profession with utmost commitment. We certify that there is no liability during the internship on her.

We wish her success for her future endeavors and success in her coming life endeavors.

Internship Details:

Name: Pooja Joshi

Designation: Content Writer

Date of joining: 01-02-2021

Basic Stipend: 6000

Amount in words: Six Thousand Rupees Only

A blue circular stamp with a star in the center, followed by the handwritten signature "R. K. Shrivastav" in blue ink.

Authorized Signatory :

Fictionsutra



To Whom It May Concern

This is to certify that Ms. **Pooja Joshi** has worked in our organization **DESH DUNIYA MEDIA PRODUCTION PRIVATE LIMITED** at the post of **Content Writer (Gujarati)** from **26th Nov 2021** to **15th June 2022**.

During her tenure we found her a sincere, honest, hardworking, dedicated employee with a professional attitude. We have no objection to allow her in any other organization.

We wish her a success in future endeavors.

With Best Wishes,

For

DESH DUNIYA MEDIA PRODUCTION PRIVATE LIMITED.
(Authorized Signatory)

PRODUCTION PVT.LTD.

Signature of acceptance

Relieving Letter



18.02.2023

To

Pooja Joshi

Employee ID: PJ0197

Designation: Counsellor

Department: Career Counsellor

Duration: 03-01-22 to 04-01-23

With reference to your resignation letter dated 04.12.22, your resignation has been accepted and you have been relieved from all the duties, and responsibilities of **Counsellor at Time Academy, Vadodara** with effect from the closing hours of Wednesday, 04-01-23.

You are requested to deposit the company id and any other company property entrusted to you during your employment with us.

We wish you all the success in your future endeavors.

Yours Sincerely

Shrenik Shah

HR, Time Academy, Vadodara, Gujarat

