

CONTACT

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OBJECTIVE

English postgraduate with proven communication and email management skills. Seeking a position as a project content writer to enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

9 May 2023 -

- **Trillium.health**

Web Content Writer

- Working on blogs pertaining to the healthcare industry

13 July 2021 - 18

August 2021

- **WikIran**

Content Writer

- Working on articles that explored and analysed the political and socio-economic scenarios in Iran

06 March 2021 - 07

June 2021

- **Creative Brains For Design & Marketing**

Content writer

- Performs self-check of work products and co-ordinates independent quality control review in accordance with internal quality procedures
- Edit your own work based on feedback provided by the Marketing team
- Work with senior team members to develop site content
- Good at time management and tracking workflow
- Working and creating articles focusing on staff scheduling

19 December 2020
- 21 February 2021

◦ **Aditya Farrad Production**

Content writer

- Performs self-check of work products and co-ordinates independent quality control review in accordance with internal quality procedures
- Working knowledge of principles of SEO including keyword research
- Reviewing and ranking products, apps, website, software etc.

06 July 2020 - 06
August 2020

◦ **Alfred Technologies(OPC)Pvt.Ltd**

Trbal Language Intern

- Translation of tribal words and phrases to Hindi and English language.

05 February 2019 -
05 March 2019

◦ **Fountainhead Prep**

Content Research & Developer Intern

- Manage several complex projects simultaneously
- Creating questionnaires for TOEFL aspirants

EDUCATION

2020

◦ **St. Xavier's College(Ranchi University)**

Master of Arts in English Literature

56.56

2018

◦ **St. Xavier's College(Ranchi University)**

Bachelor of Arts in English Literature

53.32

2015

◦ **St. Xavier's School,Doranda**

Secondary Education

67.25

2013

◦ **Bishop Westcott Girls' School,Doranda**

Matriculation

80.4

SKILLS

- Hardworking
- Dedicated
- Leadership
- Team player
- Search Engine Optimization(SEO)
- MS Word

- MS Powerpoint