

PRANJAL

FREELANCE CONTENT WRITER
STUDENT



CONTACT

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Alambagh, lucknow, India

EDUCATION

2023-2026

BABU BANARSI DAS UNIVERSITY

- BCA Cyber security
and digital forensics

2022-2023

UNIVERSITY OF DELHI RKFMA

- Diploma in digital marketing
and social media advertising.

2020-2021

NEW PUBLIC COLLEGE

- Intermediate
(Commerce with Computer)

2018-2019

NEW PUBLIC COLLEGE

- Highschool
(PCM, SS, Computer)

CERTIFICATIONS

- CCC Sept 2021
- ADCA May 2022.
- O Level 2023

INTERESTS

- Content writing
- Graphic designing
- learning new skills
- Reading

PROFILE SUMMARY

Highly experienced professional with a diverse background encompassing corporate human resources, digital content creation and marketing, and warehouse operations management. Expertise spans talent acquisition, compensation and benefits administration, meticulous HR record maintenance, and strategic personnel management. Complementing this is a proven ability to produce engaging, authoritative content, implement effective SEO strategies, and drive social media engagement, resulting in measurable readership growth. Additionally, a strong operational foundation includes decisive leadership in warehouse management, program optimization, team building, and the implementation of best practices for high-volume fulfillment and supply chain efficiency.

WORK EXPERIENCE

Advisors solution

Human resources executive

2022 Nov - 2023 July

- Interviewed: potential hires, negotiated salaries and benefits and performed reference checks.
- Directed hiring and onboarding programs for new employees.
- Managed employee relations issues effectively, resolving conflicts professionally and efficiently.
- Educated employees on company policy and kept employee handbook current.
- Structured compensation and benefits according to market conditions and budget demands.

Sai memory

Warehouse Supervisor

2021 Oct - 2022 Oct

- Supervised shipping and receiving, distribution and workplace safety.
- Used warehouse management software to reconcile daily inventory.
- Managed merchandise inventory transactions.
- Supervised shipping and handling operations.
- Coordinated with vendors to verify timely delivery of materials and supplies, avoiding delays.

SOFTWARE

- MS office
- AI Tools
- Final cut pro
- Photoshop
- Canva
- Wordpress

SPOKEN LANGUAGES

- English
- Hindi

PROGRAMMING LANGUAGES

- Java
- Python
- C
- Java script

SKILLS

- Employee relations
- Recruitment strategies
- Warehouse logistics
- Stock audits
- Creative writing
- Proofreading
- Digital marketing strategies
- Photo and video editing
- Social media management
- Public speaking
- Crisis communications

TECH SKILLS

- HTML
- CSS
- Linux OS

DECLARATION

I hereby declare that all the information given above is true, accurate and to the best of my knowledge.