NISHA BOTHRA

A multi-faceted, result-oriented & competent professional with an exceptional academic record and nearly 1 year of considerable experience in the domain of Content Writing & Teaching; targeting challenging and rewarding opportunities with an organization of repute preferably in Delhi-NCR.

🔀 nishjain25.nj@gmail.com

+91-8506028850



CORE COMPETENCIES

Parent Relations

Student Engagements

Creative Instruction Techniques

Conflict Resolutions

Positive Role Modelling

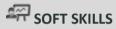
Content / Blog Writing

Smart Technology

Requirement Gathering & Research

Proofreading & Editing

Online Marketing Trends & Tools





PROFILE SUMMARY

- Exhibited and applied knowledge of the curriculum content related to subject areas and instructional level
- Implemented assessments that measured progress towards academic standards
- Applied contemporary principles of learning theory and teaching methodology using the methods such as active listening & emotional intelligence
- Displayed an efficient understanding the physical, intellectual, social & emotional patterns of students
- Basic knowledge of Graphic Designing using Canva, Keyword Research & Social Media Marketing (Instagram, Facebook & so on)
- Proficiency in writing, editing & verbal communication skills with attention to detail & a demonstrable reasoning ability to explain & pitch ideas
- Capabilities in coordinating & planning with the business development team for creation of impressive & reader friendly content
- Skilled in executing revisions & edits throughout the creation process to ensure that the finished product is absolutely perfect



WORK EXPERIENCE

Jul'21-Present: Info Edge, Noida as Executive

Key Result Areas:

- Working in the Naukri.com division with the FatForward Resume Writing Team
- Conducting a Pre-development conversation with the clients to understand his functional areas, experiences & accomplishments & creating their resume accordingly
- Achieving monthly targets set by the Senior Managers in a timely manner
- Directly communicating & following-up with the clients on regular basis through calls & emails while ensuring their requests for design & content changes are met
- Interfacing with the in-house designers to constantly learn new concepts in MS-Word to ensure maximum satisfaction from the clients
- Developing understanding of the NewGen software & managing work-flow through the
- Replying to the messages & mails from Senior Managers in a timely manner
- Maintaining cordial relationships with the team members & managers while consistently trying to over-achieve the monthly targets
- Providing meaningful feedback to colleagues as well as sharing ideas with them
- Receiving positive feedback & appreciation from the clients concerning the services provided
- Suggesting changes & modifications in terms of content & design to the clients
- Running macro tools on the prepared draft & coordinating with the auditors to ensure submission of an error-free document

May'21-Present: PlanetSpark, Gurgaon as Public Speaking & Creative Writing Expert

Key Result Areas:

- Conducting online demo sessions for children across globe using the presentation appropriate to the child's age & experience
- Taking the classes on PlanetSpark Live Classrooms while interacting with the parents at the end to provide a basic framework of the regular classes & syllabus
- Addressing & answering the parent's queries while escalating the concerned issues to their respective academic counsellors
- Analyzing the child's performance on all levels such as reading, writing, speaking & listening skills to prepare the report & suggest courses accordingly
- Teaching kids of all ages from Primary to Grade 10 while trying to understand their areas of improvement & needs
- Engaging with the children through various activities & games to ensure attention during the session while imparting learning, creativity & enjoyment at the same time
- Pursuing ongoing teacher orientation & training for continuous growth & development
- Encouraging & guiding students participate in various PlanetSpark competetions & events



Jun'20-Aug'20: Inkshed, Delhi as Content Writing Intern

Key Result Areas:

- Researched & wrote content ranging from 500 words to 3000 words per day for various niches including entertainment, astrology, e-commerce platforms
- Created accurate & authentic website content after conducting research & competitive analysis
- Proofread the document & ensured nil grammatical errors
- Made timely submissions & coordinated with the Senior Copywriter for any issues

Sep'18-Nov'18: Rocket Digital, Delhi as Content Writing Intern

Key Result Areas:

- Wrote blogs, articles & video scripts for their organic beauty & health brand- Satthwa
- Managed social media promotions by creating engaging captions & taglines for various products
- Attended live shooting of the video ads & suggested improvisations in terms of content & delivery
- Assisted in editing the posters & gained exposure to designing posters & social media posts

Jan'18-Apr'18: Perfect Life Spot, Delhi as English Teacher

Key Result Areas:

- Worked as an English Literature Guide for high-school & undergraduate students
- Assisted the students in mastering their subjects while simultaneously strengthening their language, writing & learning skills
- Created fun & engaging classroom activities
- Provided assistance with homework to ensure optimum results
- Written & delivered engaging lesson plans that were effective & meaningful with respect to child's growth & development
- Designed & implemented creative lesson plans to further students' understanding of grammar & vocabulary





MA (English) from Jamia Millia Islamia, New Delhi with CGPA 8.65

Diploma in Creative Writing from Indira Gandhi National Open University, Delhi with First Division

B.A. (English Honours) from School of Open Learning, Delhi University, Delhi with Second Division



EXTRACURRICULAR ACTIVITIES

- Event Head of Lexicon'20, Annual Literary Fest of Department of English, Jamia Millia Islamia; fetched registrations & anchored the Open Mic Event along with the Valedictory, managed social media promotions, created posters for various events and so on
- Hobbies include reading & reviewing novels (both fiction & non-fiction), movies & web-series



CERTIFICATIONS

- Pursuing online certification in Digital Marketing from Google
- Five weeks online course on English for Career Development from University of Pennsylvania, Coursera, Jan' 21
- Attended the Berchmans Autumn School of Critical Theory Dec' 20 conducted by St Berchmans College & with University of Wales
- Research Proposal Writing Workshop conducted by Hyderabad University, Oct' 20
- Lecture Series on Rethinking Gendered Realities in Multiple Contexts organised by Sarojini Naidu Centre for Women Studies, JMI, Oct' 20
- Two weeks Certified Online Lecture Series on History of English Literature by organized Daath Voyage, Oct' 20
- Two weeks Certified Online Lecture Series on Contemporary Critical Theories, Organised by Daath Voyage, Sep' 20
- Six weeks Certified Online Course on Moralities of Everyday Life by Yale University, Coursera, July'20

PERSONAL DETAILS

Date of Birth: 25th July 1996 Languages Known: English & Hindi

Address: PD-99D, 4th Floor, Pitampura, New Delhi-110034