

**RAHUL RATHOD**  
**WEBSITE DATA EDITOR**

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## **OBJECTIVE**

Seeking a challenging position in a reputable organization to expand my knowledge and skills in website data editing. I am eager to leverage my expertise in website management and content editing to contribute to an organization's growth.

## **EXPERIENCE**

Website Data Editor | Biztech® IT Consultancy Pvt. Ltd.

2020-Present

As a Website Data Editor at Biztech IT Consultancy, I work on website data editing and management, with a focus on web-to-print solutions. My skills include:

### **Website Content Management**

- Posting website Blogs, Pages, Articles, and Trekking.
- Creating and editing website pages without coding, adding SEO content, and ensuring the content displays correctly on the front end.
- Managing categories and media for blogs and pages.
- Adding Case-studies, Testimonials, and Portfolio items.
- Updating User Manuals and configuring plugins.
- Installing and customizing themes for a seamless user experience.
- Managing content widgets for footers.
- Performing self-QA checks on all posts, pages, and products.

## **RESPONSIBILITIES AND ROLES**

- Managing multiple websites from the backend.
- Collaborating with designers and developers for website management.
- Handling web-to-print product management and providing daily updates to clients via email.

- Creating simple, configure, and 3D products for E-commerce websites.

## SKILLS

- Proficient in WordPress without coding
- WordPress website development and customization
- Theme selection and customization
- Plugin installation and configuration
- SEO optimization for WordPress
- Content management and updates
- E-commerce integration (WooCommerce)
- Responsive web design
- Website security and maintenance
- Troubleshooting and issue resolution
- Web Design (HTML, CSS, Bootstrap)
- Version Control (e.g., Git)
- Basic Knowledge of PHP

## WEBSITE

- BiztechCS : <https://www.biztechcs.com/>
- Brush Your Ideas : <https://www.brushyourideas.com/>
- AppJetty : <http://appjetty.com/>
- CRMJetty : <https://www.crmjetty.com/>
- Deskxpand : <https://www.deskxpand.com/>
- Youth Hostels Association of India : <https://www.youthhostelahmedabad.org/>

## STRENGTH

- Priority-based work planning
- Proficient in managing multiple websites from the backend
- On-time task delivery
- Self-QA skills for task performance