**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