

RISHABH NAG



Contact

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Languages

English – B2 (Grade C)

Hindi – (Native)

Certification

- Certified in Business English by University of Cambridge at vantage level
- Paper presentation in ICCMC-2019 (IEEE Conference) held at Surya Engineering College, Erode, Tamil Nadu, India

Professional Summary

Highly motivated and positive individual with great organizational and communication skills. Customer server and efficient problem solver. Dedicated to manage administrative functions of the practice. Focused to provide thorough answers, solutions and an exceptional customer experience.

Skill Highlights

- Creative writing
- Editing skills
- Translator
- Data Entry
- Archive management
- Recordkeeping skills
- Comprehensive briefings
- Transcriptionist

Experience

Document Editor - 10/2019 to 10/2019

Good News Center, Ranchi (Jharkhand), India

- Translated complex textual information into intuitive clear format
- Removed embedded format errors in document
- Corrected translation errors (Hindi language)
- Rearranged and reorganised the content layout
- Rectified grammatical errors in documents

Content Writer - 08/2016 to 02/2017

Wedding Bells, Coimbatore (Tamil Nadu), India

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach on Indian marriages
- Completed thorough research into assigned topics
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content

Education

Bachelor of Technology: **Computer Science & Engineering** (2019),
Karunya Institute of Technology & Sciences, Coimbatore, Tamil Nadu, India

Higher Secondary Certificate: **Science & Informatics Practices** (2014),
Surendranath Centenary School, Ranchi, Jharkhand, India

Secondary School Certificate: **Science & Foundation of IT** (2012),
Firayalal Public School, Ranchi, Jharkhand, India