

Avinash Kaur
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CAREER OBJECTIVE

To work in a challenging environment where I stand a chance to grow my present skills while learning and contributing parallelly. To be a good team player with high levels of motivation and sincerity that can add value to organization and me.

EXECUTIVE SUMMARY

- 4+ years of experience in Content Writing (eCommerce services, Product Descriptions, Off-page & on-page articles).
- Sound knowledge of writing off-page and guest blogs for SEO purpose.
- Working as a Technical Content Creator with TBI, Mohali.
- Specialized in researching, proofreading, and delivering a quality piece of writing.
- A willing learner with good communication and interpersonal skills.

COMPUTER PROFICIENCY

- Sound knowledge of MS-Office.

PROFESSIONAL EXPERIENCE

Company: The Brihaspati Infotech (February 2018 to Present)
Designation: Technical Content Creator (eCommerce services)

Roles and Responsibilities:

- Writing content for Company's official web pages
- Articles/blogs for SEO purpose
- Client's project for Amazon reviews
- Meta Descriptions
- Company Profiles

Company: Sunrise International (February 2017 to February 2018)
Designation: Content Creator

Role and Responsibilities:

- Writing SOPs for embassy purpose

Company: Infugin Corporation (March 2015 to February 2017)
Designation: Business Analyst & Content Creator

Role and Responsibilities:

- Writing content for in-house projects
- Writing blogs and articles for company owned online magazine
- Bidding
- Handling clients on Upwork, Skype & Trello

Company: ICICI Bank Ltd, Moga (Aril 2012 to March 2014)
Designation: CSO

Role and Responsibilities:

- Handling Clearing & Cash

EDUCATIONAL DETAILS

- MBA from Chitkara University Score : 6.5 CGPA
- S.S.C Board: Punjab School Education Board
- H.S.C Board: Punjab School Education Board

PERSONAL PROFILE

Father's Name	:	Surjeet Singh Sidhu
Date of Birth	:	24.07.1988
Languages known	:	English, Hindi, Punjabi.
Gender	:	Female
Nationality	:	Indian