

RESUME

NAME: Srishti Dutt

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PROFESSIONAL SUMMARY:

- A freelance content writer with **4 years professional experience** and fluency with different style guides and writing purposes.
- Worked as a **Content Editor at Standard Publishers India**, Darya Ganj, New Delhi-110002. Worked on **India Bilateral Treaties (18 Volumes) for Ministry of External Affairs, India** and various other books.
- Worked as a **Content Editor at Le Webexy Private Limited**, Karol Bagh, Delhi 110005. Creating content for different websites such as **ecommerce website and various other websites**. Content is written with main focus on **SEO (Search Engine Optimisation)**.
- Worked as a **Content Editor for creating question for PMKVY Skill India (Retail) at Corporate Star Assessments P. Ltd.**, Paschim Vihar, Delhi. Creating **MCQs for Retail Sector**.
- Holder of the **certificate in Book Publishing Course from National Book Trust, India**, Ministry of Human Resource Development, Govt. of India.
- **Travel Blogs** - <https://www.tripoto.com/trip/the-unusual-munnar-its-not-only-about-tea-plantations-58d63317f0a01>
- Extremely mindful of and knowledge about all the grammatical standards. Able to handle multiple projects simultaneously with accuracy and efficiency.

ACADEMIC RECORDS:

DEGREE	SCHOOL/ UNIVERSITY	BOARD	YEAR
X	JAGANNATH INTERNATIONAL SCHOOL.	C.B.S.E.	2010
XII	RISING STAR ACADEMY.	C.B.S.E	2012
B.A. (HONS) ENGLISH	UNIVERSITY OF DELHI		2012-2015
MA ENGLISH	IGNOU		2015-2017

HOBBIES:

- Love to read books, Indian literature and world literature.
- Writing short stories and poetry in English language.
- Listening music.
- Like to travel and explore.

STRENGTHS:

- I am a good team person.
- Efficiency in work during work pressures.
- Self disciplined, sincere and have a strong desire to perform to the best of my abilities.