

SWATI MISHRA

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Online Profiles

Facebook: <https://www.facebook.com/anditcontinues/>

WordPress: <https://swatimishra11.wordpress.com/>

Instagram: <https://www.instagram.com/anditcontinues/>

LinkedIn: <https://www.linkedin.com/in/swati-mishra-805176135/>

Medium: <https://medium.com/@swatisharma1194>

Professional Summary

1.3 year of Experience as a Content Writer in developing content for company websites, blogs, social media postings (Facebook and Twitter), proof reading and manual testing of software, android and iOS application.

Work Experience

Worked with **TopCubit IT Services Pvt. Ltd** (June 2016-October 2017) as **Associate Content Writer**.

Workshop/Certification/Achievements

- Employee of the month (TopCubit IT Services Pvt. Ltd.) (February 2017)
- Attended 11th India Digital Summit (2017)
- Certified in Counselling & Guidance (April 2014)
- Anundoram Borooh Award Certificate (2011)

Tools

- Photoshop CS6
- SendBlaster
- Basics of MS Office (Word, PowerPoint and Paint)

Projects & Responsibilities

- **Techman Inc**

US based Company, Techman Inc is an IT Service Provider which also deals in other services including Digital Marketing, Website Designing, Software Development and so on.

- **Team Size:** 3
- **Role:** Content Writer, Proof Reader, Website Image Selection, Facebook and Twitter Postings

- URL: <https://techman.me/>

- **SpeedyBooks**

SpeedyBooks is a cloud accounting software that makes accounting life hassle-free. One in all a software designed accounting which helps to maintain the records, data, and business finances all at once.

- **Team Size:** 3
- **Role:** Content Writer, Proof Reader Website Image Selection and Facebook Postings and blogs, manual testing (software, android and iOS application).
- URL: <http://speedybooks.biz/>

- **Fontela Electric**

Fontela Electric deals with all kind repair and rebuild of forklift motor parts and other machines.

- **Team Size:** 2
- **Role Played:** Content Writer and Proof Reader
- URL: <http://fontelaelectric.com/>

- **Global Home Healthcare Inc**

Based in Chicago, Global Home Healthcare aims to provide all the healthcare facilities right at the doorsteps by delivering the services right on time with their advanced treatment techniques.

- **Team Size:** 2
- **Role Played:** Content Writer, Proof Reader and Website Image Selection.
- URL: <http://globalhomehealth.net/>

- **WallWrap**

WallWrap is an e-commerce website which provides customized wallpapers according to the customer's requirements.

- **Team Size:** 3
- **Role Played:** Content Writer and Website Image Selection.
- URL: <http://wallwrap.in/>

- **Gloredoc**

Gloredoc deals with all kinds of passports, visas, birth certificates and other such documentations of almost all the countries.

- **Team Size:** 3
- **Role played:** Content Distribution, Image Selection and Proof Reading
- URL: <http://gloredoc.com/>

- **FitFond**

FitFond is a platform of quality health products where you can easily compare the products that are offered by different e-commerce websites.

- **Team Size:** 3
- **Role Played:** Image Selection and Proof Reading

- URL: <http://fitfond.com/>

- **Dr. Talwar's Physiotherapy Clinic**

A Noida-based Physiotherapy Clinic that provides a broad spectrum of physiotherapy services to make that pain-free life a reality.

- **Team Size:** .3
- **Role Played:** Proof Reading, Website Image Selection, Facebook Postings.
- URL: <http://drtalwarsphysiotherapy.in/>

- **TopCubit IT Services Pvt. Ltd.**

TopCubit is Website Designing Company and deals with other services with includes Software Development, Digital Marketing, App Development and IT Support.

- **Team Size:** 2
- **Role Played:** Content Writer, Proof Reader and Facebook & Twitter Postings, Blogs on Wordpress.
- URL: <https://topcubit.com/>

- **Video Script Content Writing**

SpeedyBooks Inc

https://www.facebook.com/pg/Accounting.SpeedyBooks/videos/?ref=page_internal

- **E-mail Marketing & Newsletters**

TopCubit and SpeedyBooks Inc - Using Mail Chimp & Send Blaster

Educational Qualification

- B.A(Literature) from the IIS University, Jaipur in the year 2016
- 12th from Assam higher secondary education council in the year 2013
- 10th from ASSAM BOARD in the year 2011

My Strength

- Teamwork
- Teachable
- Initiator
- Responsible
- Ability to deal with problems and come up with a solution.

Personal Details

Address: Dadhich Electricals, Jhalukpara,
Dibrugarh, Assam, 786001.

Date of Birth: 11th September, 1994

Nationality: Indian

Hobbies: Writing, Cooking & Singing, Web Surfing

Language Known: English, Hindi, Rajasthani

I sincerely admit that the details mentioned are true to my knowledge and concern.

-Swati Mishra