**RESUME**

**Diva Rani:**

Contact No- 8130763877

Email – **divarani090@gmail.com**

**Synopsis**

* 5 Year experience in writing Grammatically Correct Content Writing
* Proficient in Plagiarism and Error Free Writing Website Content, Article, Blog, Press Release, Social Media Description, Product description, Pamphlet, Brochures, Manuals, PPT Slides, Reviews, Quora Answers
* Good at Content Editing, Optimizing, Quality Check
* Efficient in writing On-Page and Off-Page Content
* Good Knowledge of MS Office (MS Word, MS Excel, Power Point)
* Good Knowledge of Digital Marketing (SEO, SMO, E-commerce, Content Marketing, Email Marketing, Online Marketing, Social Media Marketing)
* Good at Keyword Research
* Basic Knowledge of Adobe Photoshop, Auto CAD, Flash, HTML, Word Press and other CMS Tools.

**Technical Skills**

**Scripting Languages –** HTML

**Designing Tools-** Adobe Photoshop, Auto CAD, Adobe Flash, CMS Tools

**Platform:-**Windows family

**Office Applications:-**MS Office, MS Excel, Power Point

**Job History**

Company - Digital Web Solutions [July 2015 to Present]

Designation – Content Writer

Client – UK and Australian Client

Projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| – [merrionfleet.ie](http://www.merrionfleet.ie/) | [wecount.ie](http://www.wecount.ie/) | [mjkoils.ieproducts#heating](http://www.mjkoils.ie/products#heating) | [dkwindows.ie](http://www.dkwindows.ie) | [corktileandwoodflooring.com](http://www.corktileandwoodflooring.com) |
| [dbestwindows.ie](http://www.dbestwindows.ie) | [aveleyclinicalpsych.com](http://www.aveleyclinicalpsych.com) | [glenelgartgallery.com.au](http://www.glenelgartgallery.com.au) | [babyclothes.com.au](http://www.babyclothes.com.au) | [aonebondcleaning.com](http://www.aonebondcleaning.com) |
| [mefoto.com.au](http://www.mefoto.com.au) | [pilates4you.com.au](http://www.pilates4you.com.au) | [rubbishsydney.com.au](http://www.rubbishsydney.com.au) | [aokkitchens.com.au](http://www.aokkitchens.com.au) | [bioffice.com.au](http://www.bioffice.com.au) |
| [water2go.com.au](http://www.water2go.com.au) | [nwkbuildingproject.com.au](http://nwkbuildingproject.com.au) | [acornclean.com.au](http://www.acornclean.com.au) | [dynamicroadshow.com](http://www.dynamicroadshow.com) | [spotonsigns.com.au](http://www.spotonsigns.com.au) |
| [metrictilecc.com.au](http://metrictilecc.com.au) | [1300golimo.com.au](http://www.1300golimo.com.au) | [sydneyinnerwestrenovations.com.au](http://www.sydneyinnerwestrenovations.com.au) | [vijaydrivinginstructor.com](http://www.vijaydrivinginstructor.com) | [ifixitcomputers.com.au](http://www.ifixitcomputers.com.au) |
| [avocadriving.com.au](http://www.avocadriving.com.au) | [newcastlecarpetandtilecleaning.com.au](http://www.newcastlecarpetandtilecleaning.com.au) | [gogreendrivingacademy.co.uk](http://gogreendrivingacademy.co.uk) | [mobilelocksmithsbrisbane.com.au](http://mobilelocksmithsbrisbane.com.au) | [castlehireperth.com.au](http://www.castlehireperth.com.au) |
| [dtechdrivertraining.com.au](http://www.dtechdrivertraining.com.au) | [www.sydneyhandymanhire.com.au](http://www.sydneyhandymanhire.com.au) | [opplumbing.com.au](http://www.opplumbing.com.au) | [commercialcontractfurniture.com.au](http://www.commercialcontractfurniture.com.au) | [resealtimberdecks.com.au](http://resealtimberdecks.com.au) |
| [tvconnectplus.com.au](http://tvconnectplus.com.au) | [electrosparkelectrical.com.au](http://electrosparkelectrical.com.au) | [itechrepair.com.au](http://www.itechrepair.com.au) | [westendcarsfareham.co.uk](http://www.westendcarsfareham.co.uk) | [hollandpartyhire.com.au](http://www.hollandpartyhire.com.au) |
| [creative-concrete.com.au](http://creative-concrete.com.au) | [creative-concrete.com.au](http://creative-concrete.com.au) | [actfastairconditioning.com.au](http://www.actfastairconditioning.com.au) | [videocamerahirebrisbane.com.au](http://videocamerahirebrisbane.com.au/) | [videocamerahirebrisbane.com.au](http://videocamerahirebrisbane.com.au) |
| [thompsonlandscapingadelaide.com.au](http://thompsonlandscapingadelaide.com.au) | [simplyyoga.com.au](http://www.simplyyoga.com.au) | [irenedrawmanphotography.com.au](http://www.irenedrawmanphotography.com.au/) | [elitehairandbeauty.com.au](http://www.elitehairandbeauty.com.au) | [road2solodriving.com.au](http://www.road2solodriving.com.au) |
| [repserair.com.au](http://www.repserair.com.au) | [ltantiques.co.uk](http://www.ltantiques.co.uk) | [alphasecurity.com.au](http://www.alphasecurity.com.au) | [angeliccleaningservices.com.au](http://www.angeliccleaningservices.com.au) | [abodepropertystyling.com.au](http://www.abodepropertystyling.com.au) |
| [exquisitebridalhair.com.au](http://www.exquisitebridalhair.com.au) | [ultratunesouthport.com.au](http://www.ultratunesouthport.com.au) | [pjphoto.co.uk](http://www.pjphoto.co.uk) | [removalists-perth.net.au](http://www.removalists-perth.net.au) | [jcsmotorcycles.com.au](http://www.jcsmotorcycles.com.au) |
| [locksmithsbrisbane.net.au](http://locksmithsbrisbane.net.au) | [divinechaircovers.com.au](http://www.divinechaircovers.com.au) | [spotlesssweepers.com.au](http://spotlesssweepers.com.au) | [djavi.com.au](http://www.djavi.com.au) | [bollardsperth.com.au](http://www.bollardsperth.com.au) |
| [rodpowersigns.net](http://www.rodpowersigns.net) | [alnite.com.au](http://www.alnite.com.au) | [www.ultracleanmelbourne.com.au](http://www.ultracleanmelbourne.com.au/) | [mobilebumperrepairsperth.com.au](http://mobilebumperrepairsperth.com.au) | [pristinetinting.com.au](http://www.pristinetinting.com.au) |
| [karatekidsperth.com](http://karatekidsperth.com) | [southperthwindowcleaning.com.au](http://www.southperthwindowcleaning.com.au) | [couplecleaningservices.com](http://www.couplecleaningservices.com/) | [birminghamholistic.co.uk](http://www.birminghamholistic.co.uk) | [psychologistmelbourne.net](http://www.psychologistmelbourne.net/) |
| [rabinpaintingservices.com.au](http://rabinpaintingservices.com.au/) | [soda-tec.com.au](http://www.soda-tec.com.au) | [www.melbournefastmovers.com.au](http://www.melbournefastmovers.com.au) | [platinumweddinghirecars.com.au](http://platinumweddinghirecars.com.au) | [dasloconstructions.com.au](http://dasloconstructions.com.au/) |
| [northshorewindowcleaning.com](http://www.northshorewindowcleaning.com) | [waterproofers.com.au](http://www.waterproofers.com.au) | [raselle.co.uk](http://www.raselle.co.uk/) | [manlytowing.com.au](http://manlytowing.com.au/) | [aussieelectricalandsolar.com.au](http://www.aussieelectricalandsolar.com.au/) |
| [bowenbodies.com.au](http://www.bowenbodies.com.au) | [victoria-cab.co.uk](http://www.victoria-cab.co.uk) | [wowprofessionalservices.com.au](http://www.wowprofessionalservices.com.au) | [www.andrewforsterelectrical.com.au](http://www.andrewforsterelectrical.com.au/) | [irenedrawmanphotography.com.au](http://www.irenedrawmanphotography.com.au/) |
| [birminghamholistic.co.uk](http://www.birminghamholistic.co.uk/) | [birminghamholistic.co.ukhypnotherapy](http://www.birminghamholistic.co.uk/hypnotherapy) | [birminghamholistic.co.ukreflexology](http://www.birminghamholistic.co.uk/reflexology) | cleanas.co.nz | [birminghamholistic.co.ukcounselling](http://www.birminghamholistic.co.uk/counselling) |
| [birminghamholistic.co.ukbody-massage-diploma](http://www.birminghamholistic.co.uk/body-massage-diploma) | [birminghamholistic.co.ukreflexology-diploma](http://www.birminghamholistic.co.uk/reflexology-diploma) | [skylightsecurity.co.uk](http://www.skylightsecurity.co.uk) | [paulphotos.com.au](http://www.paulphotos.com.au/) | [garycompton.com](http://www.garycompton.com/) |
| [1300trashit.com.au](http://www.1300trashit.com.au/) | [spiralphotography.com.au](http://www.spiralphotography.com.au/) | [aussieelectricalandsolar.com.au](http://www.aussieelectricalandsolar.com.au/) | [greenapplecars.co.uk](http://www.greenapplecars.co.uk/) | [bellachauffeurs.com.au](http://www.bellachauffeurs.com.au/) |
| [pfgcleaning.com.au](http://pfgcleaning.com.au/) | allyzchauffeurs.com | [exquisitebridalhair.com.au](http://www.exquisitebridalhair.com.au/) | [qfms.com.au](http://qfms.com.au/) | [nodirt.net.au](http://www.nodirt.net.au/) |
| [geoffcomfort.com](http://www.geoffcomfort.com) | harkersremovers.co.uk | cleanas.co.nz | dinnoscarpetcleaningandpestcontrol.com.au | homeinspections.com.au |
| bmfplumbing.com.au | amplifythis200productions.com.au | [wacommercialappliances.com](http://www.wacommercialappliances.com/) | [www.buytimberflooringonline.com.au](http://www.buytimberflooringonline.com.au) |  |

**Role & Responsibilities:**

* Writing error-free Promotional Description (Citation, Classified, Images, Directory, Bookmarking)
* Writing unique Content includes Article and Blog
* Social Media Description for LinkedIn, Facebook and Twitter
* Writing attractive and SEO-Friendly Titles, Tag Lines and Headings
* Proficient in writing On-Pages
* Writing Reviews from user point of view
* Writing Quora Answers
* Creating PPT Slides

**Job History**

Company - Misha Infotech Pvt Ltd. [August 2014 to June 2015]

Designation – In-house Technical Writer

Projects –

|  |  |  |
| --- | --- | --- |
| [digitalnoticeboard.biz](http://digitalnoticeboard.biz/) | [tamarindstkitts.com](http://tamarindstkitts.com/) | [mishainfotech.com](http://www.mishainfotech.com/) |

**Role & Responsibilities:**

* Writing error-free Promotional Description (Citation, Classified, Images, Directory, Bookmarking)
* Writing unique Content includes Articles, Blogs and Press Releases
* Supporting Email Marketing Team by creating Presentable Mailers and Subject Lines
* Social Media Description for LinkedIn, Facebook and Twitter
* Writing Reviews from user point of view
* Writing Quora Answers
* Creating PPT Slides, Brochures, Manuals and Pamphlets

**Job History**

Company - DNA Web Solution [Feb 2012 to August 2014]

Designation – Content Writer

Projects-[dnawebsolution.us](http://www.dnawebsolution.us/),[in2pcfix.com](http://www.in2pcfix.com/), [kazimaperfumers.com](http://www.kazimaperfumers.com/)

**Role & Responsibilities:**

* Writing Error-Free, Grammatically Correct And Plagiarism- Free Website Content
* Writing unique Content includes Promotional Articles and Blogs
* Social Media Description for LinkedIn, Facebook and Twitter
* Writing Reviews from user point of view
* Writing Quora Answers
* Team Handling of 4-5 people

**Job History**

Company - Hybrid Epitome [March 2011 to February 2012]

Designation – Content Writer and SEO Trainee

Projects - [unmotivatedteens.com](http://unmotivatedteens.com/)

**Role & Responsibilities:**

* Writing Articles,
* Directory Submissions
* Articles Submissions
* Comment posting
* Blog posting
* Forum Posting
* Social Bookmarking

**Educational Summary**

* PGDIB from SCDL, Pune with Grade A
* Diploma in Interior Designing from SNDT University with Grade A
* BSC (Physics Honors) from Magadh University with 59.9%
* 12th from *Intermediate* Council with 60%
* 10th from B.S.E.B with 65%

**Strength**

Hard Working, Result Oriental, Honest, Dedicated, Aptitude For Continuous Learning and possess lots of patience.

**Personal Profile**

Date of Birth - 10 November 1981

Nationality - Indian

Gender - Female

Language - English, Hindi, Russian

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Diva Rani