**Curriculum vitae**

Ruchi Gupta

**Content Writer/Seo Executive**

E-Mail id: gruchi840@gmail.com

Contact no: **7906698682, 7599797149**

**Career Brief**

Creative and experienced SEO and technical Content Writer with diverse knowledge of writing content for various domains. Seeking a position as a Content Writer in a software company where my skills and proficiency will be utilized in a well efficient manner.

**Professional Experience**

**INDUTECH IT SOLUTIONS PVT LTD. Agra (April 2019 to January 2023)**

**BHARATLOGIC PVT LTD. Panjab (Fabruary 2023 till now)**

**SEO and Technical Content Writer**

* Responsible for content development and content marketing.
* Handling social media accounts for posting unique and creative social media posts.
* Writing enriched content for blogs, articles, social media posts, ebooks, catalogs, video content, etc..
* Responsible for conducting in-depth research and writing content on a daily basis.
* Handling the task of editing and proofreading content before uploading it on web pages.
* Responsible for writing technical documents like proposals, user guides, tutorials, etc.
* In-depth knowledge of SRS, Flowcharts, Entity Relationship Diagrams, functional writing, Visio Manual, etc.

**Educational Qualifications**

* O Level from DOAICCE Society
* B A from BRA University, in 2004 with 56.0 % marks.
* Intermediate from CBSE board, in 2001 with 56% marks.
* High school from UP board, in 1999 with 60% marks.

**Professional Summary**

* Possess 2+ years of progressive experience as a SEO and technical content writer.
* Write and publish 300+ blog posts, articles, SEO writing, social media posts, ebook and email marketing, content marketing.
* Ability to generate content in a clear and precise manner.
* Extensive knowledge of Content creation, content optimization tools and SEO tools.
* Possess excellent organizational and management skills.

**Key Skills**

* SEO Content Writing
* Technical Content Writing
* WEB Content Writing
* Content Marketing
* Content Optimization
* Blog Writing
* Article Writing
* Ebook Writing
* Testimonials
* Business proposal Writing
* Blog Commenting
* Social Media Marketing
* Email Marketing
* Scriptwriting for videos
* Newsletters
* Social media posts
* Case studies
* White papers
* Website content
* Landing page content
* YouTube video description
* E-commerce product description
* Reviews (books, movies, product, or service)
* How-to guides
* Podcasts
* B2B
* B2C
* Saas

**Technical Skills**

* Familiar with tools like Microsoft Office , Access, Excel, Outlook, PowerPoint and Word

**Personal Information**

Husband Name : Mr. Akash Gupta

Date of birth : 05/06/1985

Gender : Female

Nationality : Indian

Marital status : Married

Language known : English, Hindi

Declaration

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.

Date: 25/05/2022 Ruchi Gupta

Place: Agra **7906698682**