

Mansi Chugh

EXPERIENCE

February 2023 - Current

Content Writer -Freelancing

- Performed in-depth research into topics to write clear and accurate copy.
- Delivered high-quality written content that was insightful, informative and entertaining.
- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Organised work within Content Management System and always submitted work within agreed deadlines.

February 2018 - February 2023

Agency Manager at Future General Life Insurance

- Hiring and human resource management
- Reviewing Insurance Policies
- Sales
- Demonstrated consistent hard work and dedication to achieve results and improve operations.

EDUCATION

December 2013

Bachelor's | Lifesciences (Zoology)

Indira Gandhi National Open University (IGNOU)

2016

Diploma of Higher Education | Medical Lab Technology (MLT)

Mahatma Gandhi University (MGU)

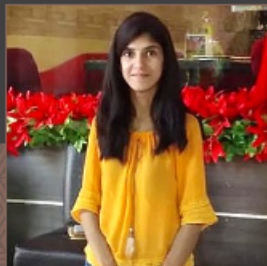
CERTIFICATIONS

Diploma Certificate in Digital Marketing from Digital Pathshala
(February 2023- May 2023)

LANGUAGES

Fluent in:

- English
- Hindi
- Punjabi



📍 Industry

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PROFESSIONAL SUMMARY

Driven and hardworking, with limited but useful experience in creating well-researched and accessible content. Meticulous and precise to meet exact project specifications. Works quickly to complete tasks within tight deadlines. Looking for a growth-oriented position in remote capacities or otherwise.

CORE QUALIFICATIONS

- Technical Writing
- Research Writing
- Proofreading Skills
- Blogging
- SEO Experience
- Designing (Canva)
- Wordpress Content Creation
- Biology and Nutritional Science