

OBJECTIVE

To work for an organization providing me a challenging career where I can prove my competency through my skills & experience

KEY SKILLS

- Content Writing
- Search Engine Optimization
- Content Research
- Client Servicing
- Academic Content Writing

EDUCATION

- **2021:**
B.A.LLB from University of Calcutta
- **2016:**
12th from BDM International School
- **2014:**
10th from BDM International School

IT SKILLS

- Microsoft Office Suite
- Microsoft 365
- Google Workspace

SOFT SKILLS

- Communication Skills
- Team Management
- Relationship Management
- Planning and Problem Solving

EXPERIENCE

July'22 – July'23

Executive (Resume Writing) at Infoedge India Ltd. (Naukri.com)

- Gathered & Analyzed Client Requirements and developed resumes in accordance
- Interacted with clients and analyzed their Profiles to create their Portfolio
- Operated as an Executive & Conducted Market analysis of Recruiters regarding their requirements for an ideal candidate
- Conducted thorough Research on different clients and their profiles, irrespective of their experience level

Feb'22 – Jul'22

Content Writer at Thrillophilia

- Curated Itineraries for page visitors and clients to plan their vacations better
- Analyzed Market Competitors to write authentic and original content
- Wrote plagiarism-free informative content which was also entertaining to read
- Used the Search-Engine-Optimization Method to help clients filter out content more and be noticeable to more and more audience

Dec'21 - Feb'22

Academic Content Writer at Royal Content Research Services

- Curated, Researched, and prepared manuscripts, following formatting and grammatical rules for academic writing, and submitted articles for publication

PERSONAL DETAILS

- **Date of Birth:** 19th March, 1998
- **Languages:** English, Bengali, Hindi
- **Address:** Jhilpar Road, Mahamayatala, Garia, Kolkata – 700084, W.B