

Creative, skilled and accomplished Content Writer with diverse knowledge of writing contents for various websites. Able to work with minimal input to produce engaging, authoritative, and error-free work. Looking for a fast-paced position in a company with the opportunity for career growth where my skills and proficiency will be utilized.

Shivani Agrawal

CONTENT WRITER AND MARKETING

Personal Info

Address

A3, #22 Sri Karni Nivas,
Vibgyor High School Road
Thubrahalli, 560066

Phone

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E-mail

shivaniagrawal27803@gmail.com

LinkedIn

www.linkedin.com/in/shivani-agarwal-a4a5b6a4

Website

www.justoneink.com

Skills

Creative Writing

Editing skills

Digital Content

PR Writing

Copy Writing

Team contribution

Editing and review

Social Media

Work History

2020-04
-Current

Webkodz and Gradeup
Freelancing (Technical and Educational)

- Working with Webkodz as a Technical Writer and supervised 2 people remotely.
- Develop comprehensive documentation that meets organizational standards.
- Write user-friendly content that meets the needs of the target audience, turning insights language that sets our users up for success.

2019-04
-2020-04

Content Writer in TOPRANKERS.COM (Ankalan Web Solutions)
Freelancing, Content Writing and Marketing, Bengaluru, Karnataka

- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Managed competing deadlines with efficiency.
- Produced original, creative content for promotional advertisements and marketing materials.
- Reviewed and edited the final copy for accuracy and oversaw all phases of production.
- Supervised 5 staff, including offering feedback and enforcing deadlines.

2016-12 -
2017-07

Quality Optimization Analyst
Review and Social Media Marketing, Indore, MP.

- Monitored social media and online sources for industry trends.
- Devoted special emphasis to punctuality and worked to maintain an outstanding attendance record. Consistently arriving to work ready to start immediately.
- Performed role of a Content Reviewer for Yahoo Inc's Advertising business based on guidelines

identifying whether these sites meet the conditions to appear as a sponsored listing on Yahoo! Us website as per the partners (Com-cast, version, Frontier, AT&T, and Bell-South)

- Maintain the stack ranking in Top-5 Executives and Accuracy above 92% till the last day of the project.

Skilled multi-tasker

Story Editing

Team Player

Data Analysis

Keyword Optimization

Proofreading

Digital Marketing

Analytics and Seo

Internet Marketing

Social Media
Engagement

Blogging

MS Office

Content Reviewing

Content Editing

Reasearch Skill

Languages

English

Hindi

Spanish

Tools

Ahrefs

SEMrush

Draw.io

Canva.com

2012-07 –
2014-08

Data Entry Operator

Operator, Hoshangabad, Madhya Pradesh.

- Monitored database updates and verified for correctness.
- Completed data entry tasks with accuracy and efficiency.
- Verified accuracy of data before transcribing.
- Reviewed completed work for compliance with regulations.
- Verified accuracy of data before transcribing.
- Reviewed completed work for compliance with regulations.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Executed data verification to detect errors.
- Identified data entry and reported it to the necessary departments.
- Added documents to file records and created new records to support filing needs.

Education

2009	High Secondary School Diploma <i>Kendriya Vidyalaya – Hoshangabad</i>
2011	Senior Secondary School Diploma <i>Shanti Niketan Mon Senior Secondary School – Hoshangabad</i>
2011-05 - 2014-06	BCOM (Computers) <i>Govt Home Science College – Hoshangabad</i>
2014-06 –	Masters of Arts: MA English

2016-05 *NMV College – Hoshangabad*

Certifications

2015-08 Diploma in Computer Application

2018-12 Diploma in Java and Testing

2019-02 Diploma in Translation

2019-05 Diploma in Digital Marketing

Interests

 Reading Books

 Playing Badminton

 Dancing

 Swimming

MOZ Link explorer

Keywordtool.io

Vennage

Declaration

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date:

Shivani Agrawal

Place: Bengaluru, Karnataka