

ananya09022@gmail.com

8340475478

Noida

Skills

- Creative writing
- Communication skills
- Ms office
- Content Development
- Team building
- Editing and proofreading
- Content Curation

Education And Training

06/2022

Bachelor Of Arts:

English

**Banaras Hindu University,
Varanasi**

GPA: 8

Master Of Arts:

English

**Indira Gandhi National Open
University**

Noida, U.P.

Undergraduate Diploma In Computer Application:

Banaras Hindu University

GPA: 9

Young Skilled India Certificate Course:

Banaras Hindu University

XII:

DAV BSEB School, Patna

Percentage: 67

X:

**Holy Mission Senior Secondary
School, Patna**

GPA: 10

Ananya

Summary

Conscientious and Ambitious. Seeking a challenging position of a content writer in a reputable organization that will enable me to utilize my professional skills and experience towards the growth and development of the organization. Well-versed in researching industry-related topics and writing marketing content. Proficient in Microsoft Office and Google Docs. Organized and reliable individual possessing impeccable grammar and spelling abilities.

Experience

Phistream Consulting Private Limited - Content Writer

- Passionate and results-driven content writer with a flair for crafting engaging and informative articles. Got an opportunity to work with Indian Oil Corporation limited and used to edit existing content to ensure accuracy, clarity, readability and consistency with company standards.
- Proofread all written material prior to publication for grammar, punctuation and spelling errors.
- Created content for websites, blogs and social media accounts to increase visibility and engagement.
- As a dedicated storyteller, I create compelling narratives that resonate with audiences and drive meaningful connections
- With a keen eye for detail and a commitment to delivering valuable content, I help businesses boost their online presence and connect with their target audiences
- Also created HR Manual, Procedure Manual and Food Safety Audit Manual.

Amity University Online, Noida - Admission Counselor (Inside Sales)

- Reviewed incoming applications of students across globe, verified applicant information and materials, and provided assistance in making final approvals for college admission.

Pivot 24 - Freelance Content Writer

- Worked as a freelance content writer during COVID.

Activities

- Watching documentaries and reading novels over the weekends
- Spending most of the time with my family and friends

Personal Information

- Date of Birth: 09/11/02

- Gender: Female
- Marital Status: Single

Languages

- English
- Hindi

Hobbies And Interests

- Traveling
- Listening to podcasts and musics, and creating them in my own version
- Dancing and singing