



SUMMARY

- An SEO specialist with 1 year experience , specializing in digital marketing on page, off page also having 1 year experience in customer executive officer in mail department.

EDUCATION

+ 2 Govt. Boys Senior Secondary School
12 th
2021 - 2022

Graduation in Sol university of Delhi school open learning.
pursuing in last (3rd) years

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Won the **bronze medal at district level** in 400 m race
- Volunteer certificate at **national level in Hapkido martial art** tournament.
- Done basic computer course for 6 months in Lal Bahadur taring institute
- Done FEA Course for 1 year with having **golden certificate**.

PROFESSIONAL EXPERIENCE

Seo specialist

Techype (simplified) SEO

- Published and optimized over **100 ads**, leading to a **25% increase in online visibility** for TECHYPE (Simplified).
- Managed **on-page and off-page** SEO tasks, resulting in a **30% improvement in search engine rankings**
- Worked as a **Prompt Engineer**, improving **content generation efficiency by 35%**
- Posted and published **300+ news articles**, ensuring they were live and accessible to users on the website.
- Entered user data into the database from over **1,000 posts and news views**, enhancing data accuracy and user tracking

TECHNICAL SKILLS

- **MS Office Suite:** MS Word, Excel, Access, PowerPoint
- **Accounting & Design Software:** Tally, Corel Draw
- **Organizational & Time Management:** Strong organizational skills, project management, deadline adherence
- **Communication & Interpersonal:** Exceptional communication, active listening, conflict resolution
- **Problem-Solving:** Analytical thinking, troubleshooting, process improvement
- **Team Collaboration:** Team leadership, cross-functional collaboration, mentoring

Ecommerce operators

fashion hub (local cloth shop) |2020-2021

- doing **product listing** with **specific descriptions**.
- capturing product **video and photography**.
- writing **best content** for product.
- **optimizing copy** for **online search**.
- creating a streamlined layout.