



# TANYA SHARMA

SR. SEO EXECUTIVE

## CONTACT

+91-7532937531

ts4847027@gmail.com

Se-48 Gurugram, Haryana,  
122018

## EDUCATION

2017 - 2019

ITS, Mohan Nagar, GZB

- Master of Computer Application

2014 - 2017

IMR COLLEGE, DUHAI, GZB

- Bachelor of Computer Application

## SKILLS

- Google Analytics
- Google Search Console
- Semrush
- Ahref
- Keyword Planner
- MS - Word
- MS - Excel

## LANGUAGES

- English
- Hindi

## PROFILE

Highly driven and results-oriented SEO Specialist with 3 years 6 months career experience in E-business optimization organizations. Adapt in original content development search-friendly architecture solutions and keyword research. Possesses excellent problem-solving and analytical thinking skills.

## WORK EXPERIENCE

### Growth Accelerators

2023 - PRESENT

Sr. SEO Executive

- Handle SEO All Activity, Google Analytics, Website Analysis, Google Search Console, ORM, Guest Posting Research.
- **Off Page Optimization:** Guest Post, Social Bookmarking, Article Submissions, Press Release Submissions, Blog Post, Classified, Blog 2.0 Sites, Forum Post, PDF Submission, Link Wheel Creation, Video Submission, etc.
- **On-Page Optimization:** Meta Tag Creation, Image Optimization, Heading Optimization, Content Updation, Sitemap Updation, etc.

### HashTAGit

2021 - 2023

SEO Executive

- Handle SEO All Activity, Google Analytics, Website Analysis, Google Search Console, ORM, Guest Posting Research.
- **Off Page Optimization:** Guest Post, Social Bookmarking, Article Submissions, Press Release Submissions, Blog Post, Classified, Blog 2.0 Sites, Forum Post, PDF Submission, Link Wheel Creation, Video Submission, etc.
- **On-Page Optimization:** Meta Tag Creation, Image Optimization, Heading Optimization, Content Updation, Sitemap Updation, etc.

### Kasperinfotech pvt. ltd.

2020 - 2021

Jr. SEO Executive

- Executed off-page SEO strategies like Social Bookmarking, Classified, Blogger Management, Local listing, Image Optimization, Video Sharing, PDF submission, PPT submission, Comment Posting, Blog Submission, Blog Promotion, Article submission, Article Promotion, Event Submission, Search engine submission, Business Reviews, etc.
- Monitored site traffic.

## SEMINAR/ PRESENTATIONS/ WORKSHOPS ATTENDED

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- Participated in workshop of "IOT" on April, 2018.
- Participated in workshop of "Data Science using Python" on 24 March, 2018.
- Attended seminar on "Campus to Corporate" organized by I.T.S on 23rd March, 2018.
- Participated in A.M.D HP city Centre 19 April, 2018.
- Participated in APEX on 12th October, 2017.

## DECLARATION

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I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

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**Tanya Sharna**

**Ghaziabad**