

Niranjani Ramesh

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Objective

To advance my career and enhance my writing skills and become a part of a pool of highly experienced and talented team of researchers, writers, authors, editors, and copywriters. To be able to write about any given topic in any way that might be required and meet all expectations in terms of Quality, Quantity, Grammatical Structure and language flow.

Professional Training Programmes

Internship Project on Online Journalism at **Chennailivenews.com**

Work Experience

Designation	Organization	Period
Content Writer	Aspire Systems, S.I.P.C.O.T IT Park, Siruseri, Chennai	15 th March,18 – 15 th August,18 (5 months)
Content Coordinator	Dot Architecture and Design Studios	23 rd Jan,19 - April, 19

Responsibilities- Aspire Systems

- Doing Primary and secondary Research on their services to write blogs, articles, white papers and case studies on a regular on-demand basis.
- Have written an eBook on “Scaling from Quality Assurance to Quality Engineering”
- Have received an appreciation from the director of the testing service line for my huge white paper on 'Hyper-Testing', which is an unique service provided by Aspire Systems.

Reponsibilities- Dot Architecture and Design Studios

- A content coordinator for the newly Setup marketing process, responsible for setting up the content process and the marketing process in the company.
- My main job is to research about the content requirements, marketing procedures, content management and it's uses for the company.
- As they are in the planning stage of the content strategy, my duties require the utmost research and in-depth content about the interior and architecture industry and about all the social media platforms, its uses, advertisement and management.

Additional Experience

- Freelance Writer at Freelance To India (4 months – SEO optimized blogs)
- A Digital Marketing Agency and a Freelancing Agency for 3 months and 2 months respectively. (Blogs, Articles and website content)
- An active freelancer in the LinkedIn Community with a profile of over 5k connections!
- **Writing web content and marketing content for freelance projects for 2 years**

Strengths

➤ Ability to generate content in a clear and precise manner.	➤ Creative thinker and an avid reader.
➤ Excellent knowledge of grammar and use of punctuation marks.	➤ Promptness and dedication to work.
➤ Proof reading/ grammar checking.	➤ Research and fact-checking.
➤ Ability to write in a variety of styles and formats for multiple audiences.	➤ Relentless and thirst to enhance my technical Knowledge and skills.
➤ Excellent written and verbal communication skills.	➤ Creating proper tonality and level.
➤ Knowledge of various social media platforms and marketing strategies.	➤ Knowledge of basic SEO, SEM practices and able to provide timely content.

Interests

- Reading books (All forms of Novels and poems)
- Listening to Music, Singing and Dancing
- Improving skills and knowledge through eBooks, apps and educational blogs
- Browsing though websites, social media and blogs

Educational Qualification

Course	Institution	Percentage	Year of Passing
BA English Literature.	SDNB Vaishnav College for Women, Chrompet	48%	2016
Higher Secondary	Sai Matriculation Hr. Sec. School, Madipakkam	76%	2013
SSLC	Sai Matriculation. Hr. Sec. School, Madipakkam	74%	2011

Technology Summary

- MS Officer (Word, PowerPoint, Excel, Outlook)
- Basic HTML Coding
- Adobe PDF (writing & editing)
- CANVA , PicsArt and other basic Social media editing tools

Languages Known

- English – Writing, Speaking and Reading
- Tamil – Writing, Speaking and Reading
- Hindi – Writing, Reading and understands Hindi very well.

Personal Details

Parents	Father : N. Ramesh Mother: R. Saraswathy
Date of Birth (Age)	06/10/1994 (25 years old)
Gender	Female
Marital Status	Unmarried
Blood Group	O ⁺ ve
Nationality	Indian

Declaration

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

Niranjani R.