

Nikhil TK

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SEO Content writer with 3 years of experience in Blog writing, Product reviews and E-commerce product description writing seeking opportunities

CAREER PRECISE

June 22-Present CodeAce IT Solutions LLP Freelance Content Writer

- ⇒ Writes news articles based on the trending news in the market.
- ⇒ Blog writing for diverse industries such as healthcare, online casinos and cooking recipes.
- ⇒ Writes product reviews for health supplements and newly launched medicines.
- ⇒ **Link to my Content writing portfolio**
- ⇒ <https://nikhiltk.journoportfolio.com/>

May 21-Sep 22 Pepper Content Writer Analyst

- ⇒ Blog writing on various domains such as B2B software, lifestyle and business articles.
- ⇒ Product description writing and catalogue content writing for E-commerce portals in domains such as garments, personal care and healthcare products.
- ⇒ Ghostwriting SEO content based on the keywords recommended by SEO Analysts.

Jan 20-May 21 Qnicorn Media, Pune Freelance Content Writer

- ⇒ Blog writing for a reputed restaurant management software start-up.
- ⇒ Brand reviews for online casinos, sports betting and health supplements.
- ⇒ Worked on product descriptions and develops product buying guides for E-commerce users based on the top listings in Amazon.com
- ⇒ Contributed to guest posts on **Thrive Global**, the media platform. Writes articles on mental well-being, work culture and interpersonal relationships.

Oct 18-Nov 19 Mapview Geographical Solutions, Calicut Content Writer

- ⇒ Joined as Executive-Client Support and later moved to the role of Content Writer.
- ⇒ Preparing blogs about the various features of the AVLView application in discussion with operations and marketing teams.
- ⇒ Contributed to the revamp of the company website by rewriting the content.
- ⇒ Resolved client queries raised by GPS device customers over phone, email and chat.
- ⇒ Managed a team of 10 technicians visiting client sites for resolving the technical issues.

Sep 17-June 18	Farook Institute of Management Studies	Guest Lecturer
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- ⇒ Handles the subject 'Human Resource Planning & Development' for MBA 3rd Semester students & 'Sales Management' for 4th semester students.
- ⇒ Responsibilities include setting question papers for mid-term & model internal examinations and valuation of the papers.
- ⇒ Assigning internal marks to students for University examinations based on their performance in delivering seminars & internal assignments.

Nov'07 to Jul'17	Thomson Reuters, Bangalore	Senior Content Analyst
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AREAS OF EXPOSURE

Content Operations

- ✓ Updating financial content on the web-based products of Thomson Reuters.
- ✓ Researching the details related to Initial Public Offerings (IPO's) & Follow On Public Offerings (FPO's) of companies listed in stock exchanges globally.
- ✓ Collecting the details of shareholders and ownership information of companies by researching in market regulator websites such as US Securities and Exchange Commission (SEC) filings & stock exchanges.
- ✓ Experience in navigating through IDC (Interactive Data Corp) aka FTID and Thomson Reuters products like Thomson Reuters Eikon, Datastream, Data Scope Select, Thomson One Banker, Thomson One IR & Reuters 3000 Xtra which is used by investment banking firms worldwide.
- ✓ Collecting details of corporate actions undergone by companies which involve mergers & acquisitions, stock splits, pricing, company name changes and changes in shares outstanding.

Client Support

- ✓ Frequent interaction with clients like NASDAQ & data providers like Standard & Poor through e-mail communication and calls.
- ✓ Exposure in handling calls with counter parts in technology, project managers as well as operations teams in other locations such as US and UK.

Training

- ✓ Proven skills in training the new joiners in the process handled by the team, evaluating their performance and doing quality checks based on the set standards.
- ✓ Trained subordinates remotely via webex sessions for one month while working from home.
- ✓ Trained 8 team members in the daily tasks effectively without affecting the daily production.
- ✓ Significant contributions towards training the team on client queries previously handled by the US team and helping them in resolving the complex issues.

Migration & Documentation

- ✓ Part of the 6 member team which successfully completed the process transition of critical tasks handled by the Rockville team in US through Webex sessions & telephone calls.
- ✓ Member of IDC replacement project where the data provided by the external vendor was replaced with the internal sources.

- ✓ Prepared a comprehensive work instruction manual on one of the major tasks detailing the various scenarios came across by the team members. This involved compiling the mails sent by the trainer and discussing the various situations faced in the past.

ACHIEVEMENTS

- ⇒ Promoted as **Senior Content Analyst** in April 2013.
- ⇒ Rated 'Exceeds' in the year end performance evaluation held in 2016 and consecutively for three times in 2012, 2011 and 2010.
- ⇒ Recipient of **Thomson Reuters Recognition Silver Award** in Feb 2016 for the contribution towards quick learning of PHA reports and ensuring timely delivery of these reports to the clients.
- ⇒ Received **Certificate of Appreciation** in November 2011 from John O'Brien, Global Head of Ownership and Economics for co-ordinating with various internal teams for fixing the Service Requests and Queries post IDC replacement.
- ⇒ Recognised with **Above and Beyond Award** in July 2010 for the immense contribution towards IDC replacement project along with the regular work.
- ⇒ Recipient of **Markets Recognition RPT 50 Award** in July 2009 for the contribution towards the successful migration of GEO tasks & documentation of the tasks migrated.

Oct'06 to May'07 UAE Exchange & Financial Services, Calicut Junior Officer

- ⇒ Handled the operations related to Foreign exchange services involving foreign currency sales and purchase.
- ⇒ Responsibilities involved constantly watching the fluctuations in the Forex market and quoting the rates accordingly to the clients.

CERTIFICATIONS

Completed **Udemy's** certification on 'Ultimate Web Content Writing Masterclass' in July 2020.

ACADEMIC CREDENTIALS

2006	MBA (Marketing & Finance)	University of Calicut
2002	PGDCA	St. Joseph's College Devagiri, Calicut
2001	B Com	S.N.G College, Chelannur

DATE OF BIRTH: 14TH JUNE 1980

REFERENCES AVAILABLE ON REQUEST
