



Suchira Ray

Creative & Technical Content Writer

Results-driven Content & Copywriter offering **3.5 years** of client-focused service, project management, and business-generating content production with over **65 published blogs, more than 30 social media copies and posts, web content, and 50 ready-to-publish articles**. Skilled professional with an engineering background and 8.5 yrs of corporate experience, I've core strengths in leadership and goal alignment across teams and external agencies. Proficient at creating, cultivating, and maintaining key client relationships and business partnerships. **Expertise:** Creative and technical writing, travel writing, B2B, B2C, SaaS, documentation, product description writing, client brochure, proposal, and presentation.

• Contact

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• Skills

- Digital Content Upper intermediate
- Web content development Upper intermediate
- Content optimization Intermediate
- Social Media Content Intermediate
- Content Marketing Intermediate

• Work History

2023-03 -
Current

Content Specialist

TheHosteller, Remote

- Working with the marketing team
- 30 published social media copies and content, 2 published blogs, continuous web contents, more than 25 blogs ready to be published
- Developing original content and Strengthening teams' content through proofreading and editing. SEO enabled content.
- Copywriting- Social media copies(Instagram & LinkedIn), Taglines and meta description for products on website and social media
- Brainstorming and developing new ideas.

2023-03 -
Current

Content Writer and Editor

VE3, Remote

- 4 ready to publish blogs. Researching about market related topics on Cloud and Salesforce and writing impactful targeted blogs with SEO.
- Website content- Home and landing page
- Copywriting- tagline and meta description

Content Planning
Upper intermediate



Content Strategy
Upper intermediate



Managing freelancers
Upper intermediate



Content editing knowledge
Upper intermediate



Technical writing
Upper intermediate



Creative Writing
Upper intermediate



Article, blog, PR, home and Landing Page
Upper intermediate



B2B,B2C, SaaS
Upper intermediate



E-book, white paper, case studies
Intermediate



Research and Development (R & D)
Advanced



Technical Documentation (Architecture, SRS, User Guide)
Upper intermediate



• **Software**

2023-05 -
Current

- Researching, writing, editing, and proofreading skills to produce engaging and error-free content; thorough research into assigned topics

Technical Content Writer

Testvox, Kerala

- 2 published and 4 ready to publish blog
- Research about Software Testing, Automation and related topics and create blogs, LinkedIn posts and meta descriptions.
- Writing, editing and proofreading.

2022-11 -
2022-12

Medical Content Writer

Zocdoc, Pune (Remote)

- 15 published medical blogs
- Published high-quality content regarding different medical conditions and their specialty doctors for the US audience under deadline pressure with exciting, captivating and authentic approach.

2020-09 -
2023-06

Travel Content Creator

Homestays of India, Delhi/Remote


- More than 10 published blogs and website content and over 35 published social media copies and contents
- **Lead Conversion:** Site visiting, travel photography, lead conversion and profile listing for websites of Homestay of India
- **Travel Writing and Social Media Content :** Utilizing exceptional writing, editing and proofreading skills to produce engaging and error-free content for in-house website and social media (Instagram).


2022-04 -
2022-11


Content Strategist/Content Writer


RadixWeb, Remote

Strategize web content part; Idea and execution of publishing contents like Blogs, PR, Marketing Copy, Newsletters, Social Media, Post(LinkedIn), user brochure, product description and documentation etc.

Microsoft word, excel,
powerpoint

Upper intermediate

Adobe lightroom

Upper intermediate

Adobe premiere pro

Intermediate

Adobe express poster maker,
Canva

Upper intermediate

VN editor, splice

Upper intermediate

• Languages

English

Upper intermediate

Bengali

Advanced

Hindi

Upper intermediate

2021-05 -
2022-07

2022-03 -
2022-05

2020-11 -
2021-02

2014-07 -
2022-11

Technical Content Writer

Techved, Mumbai/Remote

- More than 30 published in-house blogs, guest articles as a ghostwriter on different platforms and PR articles.
- Curated high-quality content with SEO and impactful Blogs and PR articles for the in-house website and other prestigious platforms on behalf of the employer, including topics like AI, AR & VR, Team Augmentation, chatbots, etc.

Technical Content Writer

Valiance, Noida (Remote)

- 2 published blogs
- **Technical Writing:** Wrote and edited high-quality content with SEO and visually impactful articles and blogs under deadline pressure with exciting, captivating and authentic approach on topics like AI, IOT and Supply Chain as a freelancer.

Content Writer

Robocraze, Bengaluru (Remote)

- 2 published blogs
- **Technical Writing:** As a freelancer, ghostwrote articles for in-house websites on electronics and telecommunication industry, incorporating relevant SEO terms and interlinking

Corporate Experience

Others, Gurgaon

- **Salesforce (05-2019 to 11-2022):** Worked as a Sr. Technical Consultant Indulging in a tech-functional role with responsibilities like client handling, solutioning, all kind of documentation, product customization and enhancement, presentation and facilitation.
- **PwC India (09-2017 to 05-2019):** Worked as a Consultant; Analyzed problematic areas to provide recommendations and solutions. Taken care of all kind of documentations (i.e. architecture, SRS, user brochure, proposals etc.) and delivered outstanding service to

clients to maintain and extend relationship for future business opportunities.

- **HCL Technologies (09-2014 to 09-2017):**
Development, QA and deployment along with client handling.
- **Orchid Technical Solution Pvt Ltd (07-2014 to 09-2014):** Worked as a trainee engineer

• Education

2010-08 -
2014-07

BTech: Information Technology

Narula Institute of Technology (WBUT) - Kolkata, WB

• Accomplishments

- Successfully handled 3 clients at a time and delivered top-notch contents in a squeezed deadline and received appreciation.
- Awarded as best performer for excellent performance in the corporate multiple times.
- Have own travel blog and receiving good response.

• Certifications

2020-12

Salesforce Administration Certificate

2021-02

Salesforce Service Cloud Certification

2021-03

Salesforce FSL Certification

2021-11

Salesforce App Builder Certification

2022-04

Salesforce Platform Developer1 Certification

• Interests

Photography, creative writing, painting and sketching