

# MANISHA MINJ

## CONTENT WRITER

- Highly **creative** and motivated Content Writer with a strong **attention to details**.
- Accurate and efficient at **online research** with dedication to **quality** and **deadlines**.
- Strong command of the **English** language allowing for **proofreading** and **editing**.



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## HARD SKILLS:

- **Skilled in Editing and Proofreading:**
  - Well-versed at paraphrasing and finding errors
- **Strong Research and Fact-Checking Skills:**
  - Able to use Google Search Operators effectively
- **Proficiency in Word Processing Software:**
  - Adept at using MS Word and Google Docs
- **Graphic Design and Multimedia Content Creation:**
  - Able to use Canva to make videos and images

## SOFT SKILLS:

- **Creative and Innovative.**
- Keen eye for **details** and ensures **accuracy**.
- Good **communication** skills.
- **Problem-solving** attitude.
- Commitment to meeting **deadlines** & task efficiency.
- **Adaptability** to changes and revisions in tasks.
- Good **team member**.

## EDUCATION AND QUALIFICATIONS:

- **BA English Honours (2020 – 2024)**  
Indira Gandhi National Open University (IGNOU)
- **XII - 12<sup>th</sup>; CBSE Board (2020) – 73.83%**  
Kendriya Vidyalaya (KV), Narela, New Delhi
- **X - 10<sup>th</sup>; CBSE Board (2017) – 8.2 CGPA**  
Kendriya Vidyalaya (KV), Pushp Vihar, New Delhi

## ACHIEVEMENTS:

- Stood **1st** in Dadri region for **Narayana's N-ASAT**.
- Awarded for **Story Writing**.
- Awarded for **Essay Writing**.
- Scored **90+ in English** language in both 10<sup>th</sup> & 12<sup>th</sup>.

## COURSES

- **MS Office - Excel, Word & PowerPoint (May '2024)**  
Advanced formatting of Tables and Styles  
Creating Custom formatting  
Creating and adjusting Document Layout

## LANGUAGES & INTERESTS:

- English (Native or Bilingual)
- Hindi (Native or Bilingual)
- Assamese (Mother Tongue)
  
- Music
- Writing
- Lyrical & Literary Analysis