

# DHEERAJA MANVI

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## **PROFESSIONAL SUMMARY**

A professional writer and podcast host with extensive experience in reporting, fact-checking, writing special features, and social media strategy.

Have written multiple hard-hitting stories, blogs, social media copies. Loves to write satirical pieces and has irrevocable love for language.

## **EMPLOYMENT HISTORY**

### **❑ Sr. Executive, Marketing, Areteans [November 2021 – June 2022]**

- Curating social media content.
- Keeping the company's social media pages (Facebook, Instagram, Twitter & LinkedIn) active.
- Writing copies for social media (Facebook, Instagram, Twitter & LinkedIn) and professional emailers.
- Managing and coordinating with the designing team to get the creatives done
- Curate, plan and execute monthly in-house video newsletter
- Curate, plan, execute and host monthly company's podcast
- Develop content for all the marketing collaterals like brochures, whitepapers, etc., by coordinating with relevant teams
- Develop video content for promoting company's products
- Developing content and directing promo videos for company's products
- Coordinate with agencies to get the designs, video editing, audio editing done and ensuring the timelines are met

### **❑ Sr. Associate, Content Writer, T-Hub [November 2020 - November 2021]**

- Developing content for entrepreneurial courses (LaunchPad, KickStart and MasterClass)
  - Maintaining the department's digital learning platform
- Strategizing social media calendar for a better reach.
- Curating social media content.
- Keeping the company's social media pages (Facebook, Instagram, YouTube & LinkedIn) active.
- Writing copies for social media (Facebook, Instagram, YouTube & LinkedIn) and professional emailers.
- Managing and coordinating with the designing team to get the creatives done ●  
Developing content for the bi-yearly company magazine

❑ **Creative Content Writer and PR Manager, Metamorphosis Edu**  
**[June 2019 - November 2020]**

❑ **Reporter/ Sub-editor, Telangana Today [January 2018 - June 2019]** ❑  
**Associate Software Engineer, Ellucian [October 2016 - September 2017]**

## **EDUCATION**

- ❑ Bachelor of Computer Science, Anurag Group of Institutions [2016]
- ❑ Board of Intermediate, Sri Chaitanya Junior College [2012] ❑ SSC,  
Vignan Vidyalayam, 2010

## **SKILLS**

- Strong research skills
- On-page SEO
- Language skills (Vocabulary, punctuation, grammar)
- Editing
- Creativity
- Experience with Wix

- Familiarity with Facebook creator studio
- Adaptability
- Making Call to Actions