**REETIKA TOMAR**

*#228/28,Ward 11,*

*Paonta Sahib-173025*

*(Himachal Pradesh)*

***Contact Number:*** *+91-9816681122*

***Mail ID:*** *09reetikatomar@gmail.com*

**OBJECTIVE:**

To obtain a position where I can make a difference with my enthusiasm and dedication and to build a long-term career in Information Technology services and education or the same with opportunities for career growth. Intends to structure personal growth in live with the ever changing corporate environment demands and needs. Work with a professionally matured organized where knowledge and skills are rewarded as with growth. Seeking a challenging and responsible position where my ability can be utilized.

I have 2 years of total experience in content writing.

I have worked in Education Culture Pvt Ltd Company, Ludhiana as an academic and content writer.

Recently I have also worked in Globizz Overseas Pvt Ltd Company, Chandigarh as a Content Writer.

My job responsibilities were -

Website content

Social media post content

Email marketing content

seo content writing

Articles for company products and services

Blogs

Marketing management and strategies

**PROFESSIONAL AND PERSONAL SKILLS:**

* A dynamic professional with experience in the field of information technology as well as education.
* Basic computer skills(MS Office, MS Power- point, MS Excel, MS Word)
* Quick learner
* Optimistic
* Determined and Dedicated
* Has an ability to express my within ideas efficiently & effectively

**TECHNICAL SKILLS:**

Basics of C and C++

Java

An experienced content writer

Technical website content writer

Blogger

Article writer

Digital marketing, SEO

Knowledge of various tools

Education Trainer (IELTS, Communication)

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Name of Institute** | **University/ Board** | **Percentage** |
| **B.Tech.(IT)** | Seth Jai Parkash Mukand Lal Institute of Technology and Management, Radaur | Kurukshetra University, Kurukshetra | 75% |
| **AISSCE** | G.N.M.P.School  Paonta Sahib(H.P.) | CBSE | 81% |
| **AISSE** | G.N.M.P.School  Paonta Sahib(H.P.) | CBSE | 91% |

**CO-CURRICULAR ACTIVITIES:**

* Participated in Bhartiya Sanskriti Gyan Pariksha
* Co-ordinatorduring Special Seven Day Camp Organised By NSS Unit of JMIT
* Co-ordinatorduringBlood Donation Event at JMIT
* Attended Two days National Workshop on Mobile & Web Development
* Co-ordinator during Blood Donation Mela at JMIT
* Paricipated in Dance Event at JMIT
* Volunteer during Tree Plantation Event Organised by NSS Unit at JMIT
* Has been placed in many companies for content writing, Sales executive and digital marketing at campus recruitments.

**TRAININGS AND PROJECTS UNDERTAKEN:**

* Six weeks Summer Training in **Core Java** at Sheetal Computers Pvt. Ltd. ,Paonta
* Eight weeks Summer Training in **Android** at SLR INFOTECH,Chandigarh
* Submittedminor project **“Chatting app”** on android.
* Submitted major project in a team of two on “Database exchange management”
* Has an experience of 6 months training in digital marketing
* Possess knowledge of Search Engine Optimisation
* Has an experience in technical web content developer

**HOBBIES:**

* Reading Magazines
* Listening to songs
* Watching talk shows
* Dancing
* Writing diaries
* Collecting useful information from wise resources

**PERSONAL DETAILS:**

Name : Reetika Tomar

Father’s Name : Mr. Pratap Singh Tomar

Nationality : Indian

Date of Birth : February 09,1997

Gender : Female

Languages : English & Hindi