**RESUME**

**Pooja Mehta**

Email ID- [poojamehta.2800@gmail.com](mailto:poojamehta.2800@gmail.com)

Contact No. +91-9560309325

**Career Objective**

Seeking for job in digital marketing where I can utilize my analytical & creative skills for organizational development to achieve the goals.

**Personal Qualities**

* Remarkable patience and strong motivational skills.
* Able to work in group as well as individual
* An energetic, unique thinker and eager to learn new technology.
* Exceptional level of versatility and multi-talented.
* Expert in handling various tasks at the same time.
* Excellent communication skills in written and verbal both.

**Skills**

* Search Engine Optimization (SEO)
* On Page SEO
* Off Page SEO
* Keyword Research
* Keyword Ranking
* Social Media Optimization (SMO)
* Google Analytics
* Google AdWords
* Website designing on WordPress
* Content Optimization
* Competitor Analysis

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**Academics**

* Pursuing 2 years PGDM Program From IMT, CDL
* Advance Digital Marketing Course from DSIM, Noida
* BBA from IMS Noida deemed under CCS University
* Intermediate from Nehru International Public School with 82.4%
* High school from Marigold Public School with 9.2 CGPA

**Extra-Curricular Activities**

* Two industrial visits from college
* Three months personality development course from NIIT foundation
* Participated in ITS Quiz competition

**Achievements**

* School topper in international commerce Olympiad
* Got certificate of excellence in commerce Olympiad
* Got certificate of merit in commerce Olympiad

**Experience**

* 5 months of Corporate work experience as SEO Executive at AstroTalk.
* 14 months of Corporate work experience as process expert at Provana India Pvt. Ltd.
* 7 days internship as event management intern at Sportsevation

**Personal Details**

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| **Father’s Name** | **:** | Mr. Narayan Singh Mehta |
| **Address** | **:** | H No 6 Near CNG Pump Sector-53, Noida, 201301, U.P. |
| **Date of Birth** | **:** | 4th-October-1997 |
| **Languages Known** | **:** | Hindi, English |

**(Pooja Mehta)**