

Pooja Rajput – Sr. SEO Executive

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Objective

To be in a position where I can contribute productivity in achieving the target of the company via-a-vies enhancing my skills. Where I can contribute my best in my capacity as a responsible employee. Seeking a position as a Senior Communication Analyst, Manager - Client Support to apply my knowledge in an esteemed organization.

Professional Summary

Highly motivated and focused with **3.5** years experience in a relative field.

Keyword Search

Researching the best keywords using tools as Google Ad words with less competition and high search volume for high Ranking of websites.

On Page Optimization

SEO, SMO, ORM	Keyword Analysis
Competitor Analysis	Meta-Tag Optimization
Title-Tag Optimization	Google Adwords (PPC)

Off Page Optimization

Search Engines Submissions- Google, Yahoo, Msn, Bing.	Local Search Engines Submissions- Google, Yahoo, Msn, Bing.
Directory, Article, Blog, Forum, Feed, PPT, PDF, Ping Submissions.	Social Media Optimization
Competitor Watch	Infographics
Yahoo answers	Business Listing

So many other things like page rank check, Meta tag analyze, Density check, Alexa rank check and increase Alexa ranking.

Professional Experience

- **Spectocon Infotech Pvt Ltd**, Mohali (02-Jan-2020 to 20-Mar-2020)
- **Stark Edge Pvt Ltd**, Mohali (14-Aug-2018 to 21-Sep-2019)
- **Interworld Commnet Pvt Ltd**, Mohali (09-May-2016 to 29-Jun-2018)

Skills & Abilities

- Hardworking, Energetic, Sincere & believes in team work.
- Good Communication skill & pleasing personality.
- Enjoy responsibility and like to accept new challenges.
- Ability to understand other members of the team and maintain cooperation.
- Ability to respond actively to the needs of the client.
- Ability to work as a team leader and as a team member.

Professional Qualifications

- M.Sc. (C.S.) from Guru Nanak Dev University, Amritsar in 2007-2009.
- PGDCA from Guru Nanak Dev University, Amritsar in 2006-2007.
- B.A from Guru Nanak Dev University, Amritsar in 2003-2006.

Personal Details

- Name : Pooja Rajput
- Father's Name : Late Mr. Ashok Kumar
- Mother's Name : Asha Rani
- Gender : Female
- Email : poojamottyar@gmail.com
- Address : HM 553, Phase 7, Mohali (160061)
- Language Known : English (R/W), Hindi (R/W), Punjabi (R/W)
- Hobbies : Reading Books, Listening Music

Declaration

I hereby declare that the above written particulars are true to the best of knowledge and belief.

Place: - Chandigarh

Pooja Rajput