



Address

Vill Khater PO Barmana Teh Sadar
Distt Bilaspur
174013

Contact

8580720245
sapnathakur3595@gmail.com

Date of Birth

03.05.1995

PROFILE

Capable and confident of generating new content ideas relevant to any niche. I am extremely motivated, ambitious, and passionate about my work.

AREAS OF EXPERTISE

- ✓ Technical Writing
- ✓ Blog Posts & Articles
- ✓ Press Releases
- ✓ Keyword-Oriented Content Creation
- ✓ Social Media Posts
- ✓ Proofreading
- ✓ Guest Blogging
- ✓ Research & Editing
- ✓ Email Marketing
- ✓ Creating Images on Canva for Blog Posts

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

CERTIFICATION

Hubspot Content Marketing Certified
July 20, 2020 - Aug 19, 2022

HOBBY



Table Tennis



Music



Travel

LANGUAGES

English ● ● ● ● ● ●
Hindi ● ● ● ● ● ●

SAPNA THAKUR

Content Writer

EXPERIENCE

06.2020 - present

Newforce Global IT Services

Content Writer

Responsibilities: Creating blogs, Email Marketing, Proofreading, and Editing content.

February 2019 - May 2020

Webomaze Technologies Pvt Ltd

Content Writer

Responsibilities: Technical Writing, Writing Blogs, Articles, and Social Media Content

- Working on all the content requirements related to SEO and Web Development

- Handle tasks of writing unique titles and descriptions for various web pages

- Conduct extensive research on the Internet to help with providing factual statistics into the blogs/articles

- Create, edit, and optimize evergreen content in order to improve SEO ranking for specific keywords.

July 2018 - February 2019

KBIHM Consulting Pvt Ltd

Content Writer

Responsibilities: Technical Writing, Working on Trello and creating content regarding AI

- Writing essays, blogs, press releases, and SEO content

- Creating Meta descriptions, infographics, classified, and social media content

- Able to meet deadlines and work with subject matters

February 2018 - October 2018

HatchByte Solutions

Content Writer

Responsibilities: Writing Promotional Articles and Blogs

EDUCATION

August 2015 - May 2018

Himachal Pradesh University Shimla

Bachelor's Of Computer Applications

April 2015 - August 2015

NIOS

+2 (PCM)

August 2010 - June 2014

GPW Kandaghat Distt Solan

Diploma In CSE

April 2009

DAV Barmana

Matric