

Name: Suranjana Patar

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Objective: To advance my career and enhance my writing skills and become a part of a pool highly experienced and talented team of researchers, writer, editors, authors and copywriters.

Key Skills:

- Capable of writing SEO friendly content
- Ability to meet the deadlines.
- Ability to deliver quality content
- Possess strong research skills

Educational Qualifications:

- Completed X standard from MAHARASHTRA Board, in 2009.
- Completed XII standard from MAHARASHTRA Board, in 2011.
- B.Com from MNDC, Dhamnod (M.P), in 2014
- MBA(E-Commerce) from IMS, DAVV (Indore), in 2017

Training Certifications:

Digital Marketing,
WEBNOMYSIS, Indore
Duration

Jan 2017 to Feb 2017

Content Writing,
DIGITAL WING, Indore
Duration

May 2020 to Jul 2020

Written Contents:

www.thebloggergeeks.com (Article Writing)

<https://www.facebook.com/AOH.FIT> (Social Media Posts)

<https://www.facebook.com/GeniusTemple> (Social Media Posts)

Job Description:

@ Techwave IT Solutions Pvt Ltd, Indore

Designation: Operation Executive

Duration: 1st Dec 2019 – 8th Jul 2020

Roles & Responsibilities:

- Applied excellent problem-solving, process development, and strategic implementation skills to lead and support all areas of operations.
- Established clear management goals and devised systems to track results for effective decision making.

- Strategically coordinated operations according to objectives and capabilities, effectively allocating resources to meet demands.
- Documented meeting minutes and distributed to staff to facilitate follow-up and permanent record

@ Techwave IT Solutions Pvt Ltd, Indore

Designation: Business Development Executive

Duration: 24th Dec 2018 – 30th Nov 2019

Roles & Responsibilities:

- Build contacts with potential clients to create new business opportunities
- Keep prospective client database updated
- Make cold calls for new business leads
- Support in writing new business proposals
- Maintain knowledge of all product and service offerings of the company

@ Yen Academy, Indore

Designation: Career Counselor

Duration: 1st Aprl 2018 – 30th Nov 2018

Roles & Responsibilities:

- Meet with the College or University's HOD to schedule a seminar regarding career advice.
- Provided emotional support and counseling for students struggling with pressures of professional life.
- Met with student's in-person and spoke over the telephone to help students construct class schedules.
- Identified potential barriers within the student academic process to initiate steps for resolution.

Computer Knowledge:

- Good knowledge of Microsoft Word, Microsoft Excel and Microsoft Outlook.
- Ability to prepare and present presentations on Microsoft PowerPoint
- Capability to work on Project Management Software

Languages Known:

- English, Hindi, Assamese, Marathi

Hobbies:

Listening to music, Cooking, Reading

Suranjana Patar
