**Nitu Rana**

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# Career Objective:

Looking forward for an opportunity to utilize my training and skills, while making a significant contribution to the success of the company and also seeking a challenging career with a suitable organization and workforce.

**Profile Summary:**

A management graduate with **Management and Marketing skills**, and having experience in some latest marketing techniques. The ability to achieve immediate and long-term goals and meet operational deadlines, technical and informational needs for the benefit of the organization with eagerness to learn new skills for business development like SEO and Social Media Marketing.

# Work Experience:

I had worked with **Unique Web World** as a **SEO Executive** for one year.

**Key Roles & Responsibilities:**

* **Search Engine Optimization :**
* On Page Optimization
* Off Page Optimization
* **Social Media Marketing/Optimization:**
* Accounts and profile setup on social media sites.
* Website promotion on Facebook, Twitter, Google+, Instagram, YouTube, Pinterest, LinkedIn etc.
* Posting Images, blog, links and content in network.
* **Search Engine Marketing:**
* Pay Per Click(PPC)
* Google Adwords
* Paid Advertisement

**Academic Profile:**

* Completed MBA (E. Commerce) from Institute of Management Studies, DAVV Indore (MP) in year 2014-2016.
* Completed M.Com from A.B.V.G.A.C. College, DAVV Indore (MP) in 2016-2018.
* Completed Graduation from Institute of Professional Studies-Academy, DAVV Indore (MP) with the Degree of Bachelors of Commerce in year 2011-14.
* Completed Higher Secondary School from St. Francis H. Sec. School, Pithampur (MP) in year 2008-2010.
* Completed Secondary School from Surya Sec. School, Ambala (Haryana) in the year 2006-2008.

**Technical Skills:**

* SEO Tools
* Google Analytics
* Google Adwords
* WordPress - Web Development
* Net surfing & research
* Microsoft Office

**Special Skills:**

* Communication Skill
* Presentation skill
* Capable to work under pressure
* Have a vision to quickly identify and understand the benefits of new technologies
* Willing to work hard and take challenges
* Good spirit and attitude with sound basics
* Problem solving and decision making skills

**Hobbies:**

* Playing outdoor games like, Badminton, Basketball etc.
* Reading.
* Exploring new adventures.

**Personal Dossier:**

* Date of birth : 9/11/1993
* Address : H. No. 04, Roop Nagar, Dhandra road, near Sai baba mandir,

141013, Ludhiana (Punjab)

* Languages Known : English, Hindi and Punjabi

I hereby assure you that the above information given is true to the best of my knowledge. References and supporting documents furnished upon request.

**Nitu Rana**