CURRICULUMVITAE



Debalina

**** **debalina.392433@2freemail.com**

##  Creative writing/ Medical writing/ SEO content writing

**An ambitious and technically oriented candidate, having good communication and wide range of writing and proof reading skills**

**SUMMARY:**

* Researching and sorting information, verifying the accuracy and compiling them in order to prepare source data for producing informative contents
* Have rich experience in writing SEO friendly blogs, articles, technical contents, press releases, web contents, e-commerce testimonials, classifieds, product reviews and descriptions, business listings, celebrity biographiesand so on

**CORE SKILLS:**

* Using exactinformation gathered from the respective sources
* Reviewing the write-ups for errors and incompatibilities, checking the relevance of the contents
* Ability to come up with SEO friendly, non-plagiarized contents
* Ability to meet the deadline without compromising with the quality of the contents.
* Rich experience of working with Microsoft Office
* Researching a lot before crafting out well-formatted contents
* Making use of high-end software to check the readability and the originality of the contents.

**EXPERIENCE:**

* Currently working as the content head (November 2017- till date)
* Worked as a content writer ( September 2016- November 2017)
* Worked as a content writer (January 2016- August 2016)

**EDUCATION:**

* PGDM in Journalism from Bhavan’s College of Communication and Management (September 2015)
* Bachelor of arts (English horns) from university of Calcutta (2014)

**PERSONAL INFORMATION:**

* Nationality: Indian
* Marital Status: Married
* Date of Birth: September 25, 1993

### Debalina