

KRITIKA ARORA

Plot 1, Block G1, Rajpura, Punjab
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CAREER OBJECTIVE

Focused and Detail Oriented Content Writer with proven experience of six months as an intern and four months as an employee in the same firm. Seeking to apply my abilities, knowledge and experience to fill the employment role in your company. I am able to work under pressure and adhere to strict deadlines and possess the spirit to achieve individual as well as organizational goals.

EDUCATION

- **Punjabi University, Patiala, Punjab**
2016-2019
B.Com (Hons)
75%

EXPERIENCE

- **Frisklancer Private Limited, Mohali, Punjab**
August 2019 - Present
Technical Content Writer
 - Organizing the research to accomplish various tasks such as Articles, Business Report, Thesis, Research Paper, Synopsis, Research Proposals, PowerPoint Presentations and other.
 - Engaged in proofreading and editing the content.
 - Ensuring the quality and overall consistency of content (image, style, tone, font, and etc.)

TECHNICAL SKILLS

- Microsoft Office

ADDITIONAL SKILLS

- Communication Skills
- Writing Skills
- Research and Organization

CERTIFICATIONS

- Certificate in Basic Computer Knowledge
- Google Certificate in Fundamentals of Digital Marketing

ACHIEVEMENTS & AWARDS

- Intern of the Month (Nov 2019)

INTERESTS

- Writing
- Reading

PERSONAL PROFILE

- Date of Birth: 31/10/1996
- Marital Status: Unmarried
- Nationality: Indian
- Known Languages: English, Hindi

PERSONAL STRENGTH

- - Focused and Goal Oriented
 - Dedication and Determination
 - Handling Work Pressure
 - Meeting Strict Deadlines

DECLARATION

- I solmenly declare that all the above mentioned information is correct to the best of my knowledge and belief

Date:

Place: Rajpura, Punjab