

# RESUME

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## **SHAILENDRA KUMAR DWIVEDI**

Address- Sukhrali Village, Sec 17, Gurugram, Haryana

MO. No – 8384842822, 7755865842

Email - [shailendradwivedi314@gmail.com](mailto:shailendradwivedi314@gmail.com)

Portfolio Link:

<https://drive.google.com/drive/u/1/folders/11DJl5viRDbT0p4R78r99vrtz5TlkTSy6>



## **Work Experience:**

SEO Content Writer at Bellator Media Pvt Ltd. From Nov 2020 to Till date

## **Roles and Responsibilities:**

- ✚ Writing Blog Post, Articles, And Website Content By Stuffing Keywords
- ✚ Making Social Media Posts For Instagram, Facebook, Etc.
- ✚ Have Written Product Descriptions, Meta Titles, And Meta Descriptions For The Ecommerce

## **Technical Qualification:**

- ✚ Completed Graduation In Mechanical Engineering In 2018 With 66% From UCER Gr. Noida
- ✚ Completed Intermediate In 2013 With 70% From SNAIC Ayodhya
- ✚ Completed Matriculation In 2011 With 75% From KVIC Ayodhya

## **Technical Skills:**

Well-Versed And Have Working Experience On Software & Tools Such As:

- ✚ MS-Office (Word, Excel & PowerPoint, Outlook)
- ✚ Grammarly And Plagiarism Checker

## **Strengths:**

 Self-Motivated And A Strong Believer In Teamwork & Integrity

 Good Capacity To Adopt New Organizational Challenges

 Can Wear Working Pressure

 Like To Take Responsibilities

## **Personal Details:**

Father's Name - Harish Chandra Dwivedi

Mother's Name - Manju Dwivedi

DOB - 11/11/1996

Languages Known - Hindi & English, Awadhi

Postal Add- 173 SA, Revana, Tehsil - Milkipur, Ayodhya, Uttar Pradesh, Pin-224225

## **Declaration:**

I Hereby Declare That All The Above Information Is True To The Best Of My Knowledge And Belief:

**Date-**

**Your Sincerely**

**Place-**

Shailendra Kumar