

RESUME

SHAILENDRA KUMAR DWIVEDI

Address- Sukhrali Village, Sec 17, Gurugram, Haryana

MO. No – 8384842822, 7755865842

Email - 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 - Milkpur, 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