

## Resume

### **Pooja Ritesh Thakur**

Flat No.-303, Indralok, B -Building

Bhangerwadi, Lonarva

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### **Career Objective:**

To obtain an efficient and object oriented performance and to achieve greater sense of responsibility and better prospects.

### **Educational & Professional Qualifications:**

#### **Professional Qualification:**

- Maharashtra State Certificate in Information Technology (MS-CIT) Qualified with 88% marks in 2009.
- **Auto CAD** from MIT Institute Lonarva with 82% marks in 2009.

#### **Educational Qualification:**

- B.A. (English Literature) from B.N.M University, Madhepura - 2009.
- Intermediate from B.I.E.C Patna- 2005.
- Matriculation from B.S.E.B Patna- 2003.

### **Technical Skills:**

- Uses of Computer Hardware and Software.
- Working with Microsoft word, Excel & PowerPoint.
- Knowledge of internet & other services.
- Creating 2D and 3D Architectural Drawings.
- Writing creative web contents
- Proofreading
- Content reviewing
- Content editing
- Translating from Hindi to English or vice-versa
- Copy writing

### **Strengths:**

- Flexible writing with a knowledge of variety of subjects
- Sharp eye for grammar, tonality & spelling
- Able to meet deadlines
- Research and fact checking

### Work Experience:

- Freelance Content writing experience for six months.
- Wrote targeted content for a reputed website
- Wrote FAQs

### Personal Profile:

- Name : **Mrs. Pooja Ritesh Thakur**
- Date of Birth : 14<sup>th</sup> July 1987.
- Languages Known : English, Hindi.
- Marital Status : Married.