



SHAHANA AKHTAR

SEO Content Writer | Translator (Bengali to English & English to Bengali)

CONTACT

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SKILLS

- Writing
- Editing
- Proofreading
- Grammar & Vocabulary
- Translation
- Creativity
- Content Marketing
- Microsoft Office
- Content Strategy
- Research
- SEO Copywriting
- Blogging
- Article Writing
- Web Content Writing
- Time Management
- Attention to Details
- Communication Skills
- Work Ethic
- Adaptability
- Technical writing
- Problem Solving Skills
- Content marketing
- Deadline management
- SEO experience
- News-writing skills
- Project coordination
- Market research expertise
- Copywriting abilities
- Team building

EDUCATION

- **Master's Degree in English Literature** | National University | Bangladesh
- **Bachelor's Degree in English Literature** | National University | Bangladesh

PUBLICATIONS

- **Is Abercrombie A Luxury Brand? (What To Know!)** | July 19, 2022
- **Typhoon Pleco: Get To Know This Very Impressive Fish** | July 17, 2022
- **Time to Travel to Bangladesh** | Mar 27, 2022
- **Rustic Farmhouse Porch Decor Ideas** | Nov 21, 2021
- **Articles on Barbershop Niche** | Writes on regular basis

SUMMARY

Analytically accomplished and creative SEO content writer with years of expertise in creating engaging and appealing material. Specializes in creating content for a range of brands and companies that is keyword-rich and search engine-optimized. Focus on transforming complicated, contentious, or boring information into approachable, shareable content. Have accomplished multiple writing tasks and proven on many projects my ability to deliver work in a timely and professional manner. Can offer this dedication to thoroughness and high-quality work to you. Currently working as a freelancer at platforms like Fiverr and Upwork.

CORE QUALIFICATIONS

- Ability to write material that meets the needs of domestic and foreign clientele.
- Having talent to write in a diverse range of formats and styles for a variety of audiences.
- Extensive familiarity with the key word research tools on Google.
- Excellent writing abilities, with flawless grammar and spelling.
- Competence in conceptualizing and creating blogs and articles with a solid foundation in facts.
- Exhibits effective time management abilities and the capacity to meet deadlines.
- Solid marketing knowledge for professional services.

PROFESSIONAL EXPERIENCE

Content Writer | Periscope Media, South Australia

Jul 2021 – Present

- Creates a quarterly content strategy based on geographic targeting, keyword research, and Google Analytics data.
- Writes articles that are both amusing and current.
- Improves workflow procedures and proactively identify and fill holes in the infrastructure.
- Performs the duties of article editing and review to guarantee the articles' quality.
- Accountable for regularly generating articles and completing research.
- Met deadlines while conducting extensive research, writing, and editing.

Freelance Writer & Translator | Upwork

Jul 2020 - Present

- Create unique and imaginative content for marketing and advertising materials.
- Examine project needs and content standards for each project in order to produce copy in accordance with a creative structure.
- Translate books, documents, and online content from Bangla to English and from English to Bangla
- Applies language skills like grammar, syntax, semantics, style, and suitable terminology.
- Create enduring connections with your customers by giving them top-notch service.
- Write articles on a wide range of topics.

Content Writer | Fiverr

Jul 2020 - Present

- Produce top-notch content for customers across many sectors.
- Use Google Analytics to help you find SEO keywords for content.
- Validate and evaluate writing projects.
- Covers time-sensitive topics while working under tight deadlines.
- Maintains daily professional communication with prestigious clientele.

English Lecturer | Jagannath University, Dhaka

Jul 2005 – Aug 2011

- Utilized a range of resources and teaching techniques to teach English to students.
- Conducted English language training.
- Created creative writing exercises to fit the various learning preferences of the enrolled students.
- Observed students' diverse academic activities.
- Administered educational initiatives and completed tasks as needed.
- Delivered the lecture, tutorial, and corrective instructions to the learner.