

**Megha Agarwal**

**Content Writer**

B.Voc (Banking and Finance)

Ramanujan College, University of Delhi

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### **Career Objective**

Aspiring for being a part of a well-established organisation where I can effectively utilise my knowledge, skills and abilities.

### **Educational Credentials**

Course	Institute/University	Year of Passing	Marks
Master of Commerce (Distance Learning)	Mahatma Jyotiba Phule Rohilkhand University	2021	Result Awaited
Bachelor of Vocational Studies (Banking and Finance)	Ramanujan College, University of Delhi	2019	CGPA - 8.17*
A.I.S.S.C.E., C.B.S.E.	R. R. Morarka Public School, Najibabad, U.P.	2015	87%
A.I.S.S.E., C.B.S.E.	Mamta Modern Sr. Sec. School, Delhi	2013	CGPA - 7.6*

*\*CGPA is on a scale of 10*

### **Work Experience**

**Content Strategist** (July 2019 – Present)

Company – Callsmaster Services LLP, New Delhi

Role and Responsibility –

- Developed on content on various subjects such as **Travel, Lifestyle, SEO, Product Description**, and many more.
- Created **Technical** content on related to Antivirus, Navigation Devices, Streaming Devices, Printers, Internet Routers, Utility Software, etc.
- Worked on variety of **Website content** like Privacy Policy, User Agreement, Terms and conditions, About Us, and more.
- Promoted content through **Social Media Platforms**.

- Handled the SEO of the content posting online and worked on its **Meta description**.

### **Professional Internships**

1. IDBI Federal Life Insurance, Noida – *June 2018 - July 2018*
2. Bajaj Capital Limited, New Delhi – *January 2018 – March 2018*
3. HDFC Bank, Kotdwar, Uttarakhand – *June 2017 – July 2017*

### **Co-Curricular Achievements**

- **Executive Member of Placement Cell “Avenues”** from September 2017 – April 2019.
- **IC38** certificate issued by **Insurance Regulatory and Development Authority of India (IRDA)** in June 2018.
- Completed course on **Fixed Income Fundamentals** by **The Corporate Finance Institute (CFI)** in February 2018.
- Completed **Social Media Marketing** Internships under **La Polo** and **Initiating You**.
- Part of National Cadet Corps (NCC) during school.

### **Software Skills**

- Proficient in **MS Office** (MS Word, MS Excel, MS PowerPoint).
- Have good knowledge of **Search Engine Optimization (SEO)** and **content Marketing** on social Media Platforms.
- Proficient with **Adobe Photoshop**, and **Tally**.

### **Languages**

Professional working proficiency in English and Hindi.

### **Declaration**

I hereby declare that the above mentioned written particulars are true to the best of my knowledge and belief.

Date – 30/08/2020

**Megha Agarwal**