

JANI BASHA. SHAIK

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☎ +91 62 81 766 056 .

📍 Hyderabad , India .

WORK EXPERIENCE.

Content Writer. /Technical Writer. India

05/2018 - 06/2020

Beboin Info Pvt.Ltd

India .

Achievements/Tasks

- Involved in development and creation of content that describe the websites.
- Understanding grammar rules and how to construct clear sentences .
- Completing writing projects, meeting deadlines and following content requirements in terms of style and project specifications .
- Conducting research on any given topic .
- Working with customers to define their content needs .

Content Writer. /Technical Writer. India

11/2016 - 05/2018

Merlin softech & Telecom Pvt.Ltd.

India .

Achievements/Tasks

- Creating digital marketing strategies to optimize online traffic to the company's website .
- Worked in coherence with the team and in tandem with the web designers and technical experts to draft quality contents .
- Conducted periodic checks in the website to remove outdated contents .

EDUCATION.

Masters In English Literature. Acharya Nagarjuna University

08/2013 - 08/2015

Courses

- Communicative English,Literary criticism,Colonial post colonial literature.

Graduate in English Literature and Economics.

Acharya Nagarjuna University

07/2010 - 07/2013

Courses

- English Literature,Economics,Computers.

SKILLS.

Certified online content creator

IELTS (reading,writing)

Digital skills: User Experience

e mail marketing

Blogging

Social Media Management.

CERTIFICATES.

DIGITAL MARKETING.(ACCENTURE)

DIGITAL SKILLS :SOCIAL MEDIA.(ACCENTURE)

IELTS .(READING,SPEAKING)(BRITISH COUNCIL),DIGITAL SKILLS (MARKETING)

DIGITAL SKILLS :USER EXPERIENCE.(ACCENTURE)

LANGUAGES.

ENGLISH

Native or Bilingual Proficiency

HINDI

Native or Bilingual Proficiency

TELUGU

Native or Bilingual Proficiency

TAMIL

Limited Working Proficiency

KANNADA

Limited Working Proficiency

UNIVERSITY AWARDS

Attended Indian Student Parliament

State Level Elocution Competition Winner

Inter University Quiz Competition Winner.