Q. No. 402 Type – IV (Jhelum)

New SPG Complex Dwarka Sector – 21

 New Delhi 110077

Mobile: 9818430706

Manhasradha90@gmail.com

RADHA mANHAS

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| pROFESSIONAL SUMMARY |  | Experienced Freelance Writer familiar with customer needs and best practices. Proficient in creative as well as content writing and highly skilled in MS Word, MS Excel and PowerPoint Presentation. Bringing 5 years of writing experience.I am a hardworking Freelance Writer able to write quickly and according to brief. Knowledgeable about social media strategies and search engine optimization. Successful background of producing high-volume, top-notch work. |
| Skills & Abilities |  | * Interviewing
* Rapport building
* Investigative research
* Story development
* Consistent writing
* Timely Delivery
 |
| Experience |  | Content writer, weboum solutions private limitedMay 2015 – Dec 2018* Experience in freelance content writing for 5 years.
* Blogging for 3 years.
* Creative writing.
* Short Story writing.
* Editing
* Proofreading
* Translations
 |
| Education |  | UIET, Panjab University – Chandigarh – B.e. in computer science**KMV COLLEGIATE SENIOR SECONDARY SCHOOL – JALANDHAR – STANDARD 12** |
| hOBBIES |  | **Love to Read –** * Fiction
* Non - fiction
* Magazines
* History books
* Geography books
* Keenly interested in political developments

**Watching Movies****Listening to Music****Cooking** |
| professional qualities |  | * Consistent
* Hard working
* Eager to learn
* Timely project delivery
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