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 limited May 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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