MEGHA KHANDELWAL

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# OBJECTIVE

To advance my career and enhance my writing skills and become a part of a pool of highly experienced and talented team of researchers, writers, authors, editors, and copywriters.

# EDUCATION

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| --- | --- | --- |
| **Degree** | **Year of**  **passing** | **College/University** |
| **MBA** | 2022 | Lovely Professional University, Punjab |
| **BBA** | 2017 | J.C BOSE University of Science and Technology, Faridabad |
| **H.S.C** | 2016 | R.L.P.K.D, Mathura |
| **S.S.C** | 2014 | R.L.P.K.D, Mathura |

**EXPERIENCE**

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| **Organization: U.H.R.S. I.T. Services Pvt. Ltd.** |
| **Designation: Senior Content Writer (Work as a TL) 14th Mar, 2018 till date** |

# Job Responsibilities

* Produce well-researched content for publication online and in print
* Organize writing schedules to complete drafts of content or finished projects within deadlines
* Utilize industry best practices and familiarity with the organization's mission to inspire ideas and content
* Communicate and cooperate with a writing team, including a content manager, editors, and web publishers
* Follow an editorial calendar, to ensure timely delivery of materials
* Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs
* Monitor and analyze the performance of key performance indicators
* Use search engine optimization (SEO) strategies in writing to maximize the online visibility of a website
* Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements.
* Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation
* Work with development and support leads to identify all documentation repositories, revise and edit, and determine the best solution for data compilation and centralized storage.
* Research, create, and maintain information architecture templates that uphold organizational and legal standards, and allow for easy data migration.
* Develop content in alternative media forms for maximum usability, with a consistent and cohesive voice across all documentation.

# EXPOSURE TO COMPUTERS

MS office – Excel, Word, PPT, Internet

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