## **RESUME**

## **Shivani Rawat**

## Phone No:- 8448962370

## Address:- - Sant nagar burari, Delhi-110084

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| Summary |
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I wish to work in a reputed organisation of international standard, work hard with designation to gain a good position in the organisation to raise my status & want to get the benefit of the company through my competency & knowledge.

| Academic Credentials |
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* 10th Pass from CBSE Board. (2018)
* 12th Pass from CBSE Board. (2020)
* BA programme 2nd year University of Delhi
* Basic computer knowledge(excel, MS word)

| Experience |
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* 6 Months SEO Work Experience

| Key Skills |
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* Search Engine Optimization (On Page, Off Page)
* Knowledge Of WordPress
* Basic Knowledge of local SEO, technical seo.
* Creating High-Quality backlinks Using Ethical SEO Techniques.
* Knowledge of Canva, Piktochart- Infographic, Poster, Banner Creation, Image
* Creation
* Basic Knowledge Of Social Media Marketing (Facebook, Instagram,
* LinkedIn, Twitter).

| Roles and Responsibilities |
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Off-Page SEO

* Guest Posting
* SEO off Page
* social bookmarking
* Profile submission
* Social Media Optimization to Increase Fans and Followers onFacebook,Pinterest, Twitter, Instagram,
* Email Marketing
* PPT Submission

| Positive traits |
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* Self- confidence
* Motivation to learn new things
* Positive thinking
* Team worker
* Leadership skills

| Personal Details |
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Date Of Birth : 17-feb-2004

Languages Known : English, Hindi

Gender : Female

Marital Status : Unmarried

Permanent Address : Sant nagar burari, Delhi-110084

| Declaration |
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I hereby declare that all the above given information is true as per knowledge. I shall carry myself in a manner that lends dignity to the organisation and worthy enough people of the company.

**Shivani (New Delhi)**