

DAVINDER SINGH

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#1313 Sector-25, Panchkula, Haryana, 134116

CAREER OBJECTIVE

To generate creative, exciting, and productive ideas using my strong writing skills that could contribute to organizational growth and simultaneously further develop my skills. My primary objective is to inform, promote, educate, and cultivate readers through writing.

RELEVANT PROFESSIONAL WORK EXPERIENCE- 4 Years 10 Months

Firm	Domain	Designation	Experience
Imark Infotech	Content Writing	Content Manager	2 year and 5 month
Antilog Vacations	Content Writing	Blogger/Content Writer	1 year
Freelancer	Content Writing	Blogger/Content Writer	1 year and 5 months
Vodafone Limited	Networking	Associate Engineer	1 year and 5 months

1. IMARK INFOTECH: Presently working as a **Content Manager** from July 2019 till now.

Key Skills: Blog writing, on-page writing, add copies, pillar pages, meta tags creation, familiar with Microsoft Office and Google Sheets, copywriting, proofreading, editing, research, and fact-checking of the content.

RESPONSIBILITIES:

1. Assigned the tasks of conducting research and writing content regularly.
2. Have written high-quality content articles on various topics such as travel, medical, law, social media, health products, fashion, digital marketing, tax, latest IT technologies, current affairs, etc.
3. Handled the task of writing unique meta titles and descriptions for various web pages.
4. Developed innovative web copies for various clients through different media to promote clients' products and services.
5. Created new landing web pages, on-page optimization, and optimized keyword density.
6. Created ad copies for Google Ads.
7. Utilized search engine optimization techniques, and edited and revised content as needed by clients.
8. Conducted extensive keyword research on the Internet to collect relevant data.

2. ANTILOG VACATIONS: Worked as a **Content Writer** from July 2018 to July 2019

Key Skills: Blog writing, editing, and proof-reading, familiar with Microsoft Office and Google Sheets, research and fact-checking of the content.

RESPONSIBILITIES:

1. Assigned the tasks of writing quality content for blogs for Website, WordPress, BlogSpot, Quora, Reddit, Tumbler, Behance, etc.
2. Have written quality content on travel, holidays, honeymoon destinations, and tourist spots usually in Asia and Europe.
3. Handling the company's social media platforms and responsible for developing and posting content for Facebook, Instagram, Twitter, Pinterest, and more.
4. Drafted search engine-friendly company profiles on various platforms. Handled the task of writing unique titles and descriptions for various web pages.
5. Responsible for searching good quality graphic content and editing them using Photoshop/Spark for making blogs and web pages more attractive.
6. Responsible for developing content for brochures and web sales.

3. Freelance Web Content Writer: Worked as a **Freelance Content Writer** from Jan 2017 to July 2018 for various clients to promote their services and products.

Key Skills: Blog writing, editing, and proofreading, familiar with Microsoft Office and Google Sheets, research and fact-checking of the content.

RESPONSIBILITIES:

1. Worked extensively on writing high-quality content articles on various topics such as local politics, ancient cultures, social media, health, environmental issues, youth, and travel.
2. Have written slogans, catchy phrases, quotes, and much more for promotional purposes.
3. Edited, optimized, and constructed articles for various clients assigned from time to time.
4. Performed extensive web research to collect pertinent data and gather images related to the assigned article.
5. Adhered strictly to the time schedule and coordinated properly with site owners for guest posting opportunities.

4. VODAFONE: Worked as an Associate Engineer from **May 2015 to Dec 2016**

RESPONSIBILITIES: Network and Alarm Monitoring, Testing of E1s after Augmentation, System Health Checkups, Report generation, and complaint analysis, Implementation of new switch nodes, upgrading existing switch nodes, Taking Backups (AP, CP, and CV), Pre/Post testing of Network Elements before and after Activity, Troubleshooting of various Network related faults, Handling Network Related Faults as an FM LVL 1 Team.

CERTIFICATION: Certified in **Content Marketing Certification** (HubSpot)

PROFESSIONAL STRENGTHS:

1. Goal-oriented, enthusiastic, passionate, and dedication to writing with hold over three languages (English, Hindi, and Punjabi).
2. Strong interpersonal skills- ability to communicate with co-workers and clients.
3. Extensive knowledge of best practices for content marketing on the internet, efficiency in researching, and documenting sources.
4. Knowledge of various blog platforms like Blogger, WordPress, and Google keyword research tools.
5. Ability to write content according to international & domestic clients' requirements with in-depth knowledge of online research with excellent analytical skills.
6. I possess excellent organizational and management skills with a good hold on English vocabulary, grammar, and punctuation.
7. Solid idea generator and conceptual thinker with good experience to write slogans, ads, banners, classified ads, Google ads, punch lines, etc.

EDUCATIONAL QUALIFICATION

COURSE	DISCIPLINE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	%age
B.Tech.	ECE	Swami Devi Dyal Institute of Engineering and Technology	Kurukshetra University	(2010-2014)	69.69
12th	Science (PCM)	Govt. Model Senior Secondary School- Sector 19	CBSE	2010	63.8
10th	General	Shishu Niketan Senior Model Senior Secondary School	CBSE	2008	77

PERSONAL DETAILS

Date of Birth: 21-07-1992

Gender: Male

Nationality: Indian

Languages Known: Hindi, English, Punjabi.

DECLARATION

I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

SIGNATURE