

Harwinder Kaur

Technical Content Writer

219, Phase 3A, Mohali, Punjab

6283707401

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Summary

To dedicate my skills, abilities, and knowledge that I gained from academic studies and professional experience for accomplishing the goals and objectives of the organization where I am servicing and in return getting an opportunity for my career growth and satisfaction.

Work EXPERIENCE

Suffescom Solutions, Mohali — Sr. Content Writer

October 2020 - working

Working on building B2B, with highly researched Landings pages, guides, web pages, press releases

Monks Media, Mohali — Sr. Content Writer

October 2020 - June 2021

Worked For Guest postings for UK, Canada, US, and Australia

Stellen Infotech Pvt. Ltd., Mohali — Content Writer

September 2018 - March 2020

Worked on in-house and Clients Projects - Tech and Non-tech

Sri Sukhmani Institute of Engineering & Technology, Dera Bassi — Assistant Professor

February 2014 - October 2016

Deliver lectures to MBA students

ICFA Institute, Mohali — Faculty

December 2011 - September 2013

Worked as Accounting software teacher

KEY SKILLS

- Writing web pages
- Engaging web blogs
- Clutch Portfolios & Reviews

Professional SKILLS

While writing the content, I have discovered that following the fundamentals of good writing:

- Planning a theme to write.
- Structuring the content into paragraphs that relate to each other.
- Appropriate use of keywords in the content, etc.

Personal SKILLS

- Creative
- Inquisitive
- Team Player
- Good Communication
- Willingness to Learn and Adapt Quickly
- Excellent Conceptual and Analytical Skills

Strengths

Optimistic and bold.
Defiant to downing depressions.
Challenges are always paved a red carpet.

- Press Release
- Case Studies
- Listings
- Guest Blogs
- Social media captions
- Image captions
- Email marketing content
- Proofreading

Hobbies

Reading Books
Writing Abstract
Stories
Cooking
Listen to Music

TECHNOLOGIES KNOWLEDGE

Blockchain-based Industry

- Metaverse
- Blockchain Technologies
- Crypto
- dApps
- Play to Earn like various Earning Platforms
- Token Standards
- Smart contract
- Trading apps

On-demand Industry

- Delivery apps
- Transport Industry
- Education
- Fashion
- Real Estate
- Finance

Work References Links

<https://timebusinessnews.com/how-to-start-a-multi-delivery-service-business-in-usa-uk/>

<https://nftmetaverse.news/opensea-vs-rarible/>

<https://hackernoon.com/nfts-are-the-future-of-the-creator-economy>

<https://newyorktime.medium.com/food-delivery-app-development-companies-261bcabd5b00>

<http://suffescom.com/>

<https://risingmax.com/>

EDUCATION

Punjab Technical University, Jalandhar— *MBA in Finance*

April 2011 - March 2013

Punjab University, Chandigarh— *M.Com in banking and Finance*

June 2009 - April 2011

Punjab University, Chandigarh— *B.Com*

June 2005 - April 2009

RESEARCH PAPERS PUBLICATION

A research paper published on – Organizational Development in the 21st Century in context with leadership via Chandigarh Group of Colleges, Jhanjeri.

A research paper published on – “Customer Relationship Management in International journal of business management & Scientific Research” Under Vol- 6th June 2015

Personal Details

Husband’s Name: Mr. Satbir Singh

Date of Birth: 31 July 1987

Gender: Female

Status: Married

Nationality: Indian

DECLARATION

I hereby declare that all the information made above is true and correct to the best of my knowledge and belief.

Date:

(HARWINDER KAUR)