# Akriti Aggarwal

Content Writer and Editor

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## Experience

### Present Job Role: -

Content Writer-cum-Editor

Gemini Solutions Pvt. Ltd., Gurgaon, Haryana

May 2016 – Ongoing

* Researching and writing blogs, articles, and white papers about education;
* Website content for various websites;
* Creating question banks for a survey website;
* Writing help documents for a website;

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### Previous Job Roles: -

Sub-Editor

BollywoodShaadis.com, Mayur Vihar, Delhi

October 2015 – April 2016

* Editing articles submitted by freelancers;
* Giving appropriate titles to articles and inserting suitable images in them;
* Searching for new topics related to the content of the website;
* Covering breaking news promptly for the website;
* During my tenure with the firm, the readership through Social Media pages increased tremendously

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Quality Auditor

Myntra Designs Pvt. Ltd., Gurgaon, Haryana

June 2014 - September 2015

* Proof-reading product descriptions as per formats, grammar, punctuation, and spellings;
* Checking images for appropriate backgrounds, color combinations and product visibility;
* Designed new formats for fresh products, which are still being followed by the Company;
* Modifying content for smooth transition from the desktop site to mobile application;
* Rejuvenating product descriptions as per the latest formats being followed;
* Trained new recruits on work processes;
* Trained senior staff members on various formats andarticle types;
* Consistently achieved targets, sometimes exceeding them;
* Headed my team with full responsibility;
* Appreciated for accuracy; scored above 95% in weekly audit reports;

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I have also tried my hand at freelancing. I have written articles for BollywoodShaadis.com for the categories of *Wedding Planning* and *Bollywood News*.

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## Strengths

* Like to work in groups;
* Like to be accurate in work;
* Like to take up responsibilities and fulfil them to perfection;
* Do not like to put down a book till I have read it completely;
* Can speak very well, with full confidence;

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## Education

* M.A. Mass Communication, 60.8% 2015

Directorate of Distance Education, Kurukshetra University

* Post Graduate Diploma in Mass Communication, 62.2 % 2014

GGDSD College, Panjab University

* B. A. (Hons.) English, 53.45% 2013

Kamala Nehru College, Delhi University

* Grade XII, 78% 2010

Ryan International School, Vasant Kunj, C.B.S.E.

* Grade X, 86% 2008

Ryan International School, Faridabad, C.B.S.E.

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## Technical Skills

* Quark Xpress 9.0;
* Microsoft Office;
* SEO Writing;

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## Academic Accolades

* Distinction in English throughout schooling;
* Secured 98% in IT in class X;
* Secured a scholarship for class XI;
* Have been among the top five students in my class;

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## Positions of Responsibility

* Student editor for college magazine ‘Tyagmurti’ (2013);
* Edited my professor’s PhD thesis (2013);
* Student volunteer for the Children’s Literature festival ‘Bookaroo’, New Delhi (2012);
* Student volunteer for the 20th World Book Fair, New Delhi (2012 - 13);
* Chief Editor of the magazine of ‘Gurgaon Model of United Nations’ (2009);
* Environment Minister of school Cabinet in class XI in 2008-09;
* Class Representative at school and college;
* Script-writing for documentary film on college;
* Compered cultural programs on stage;
* Wrote press releases for various college events and sent them to local dailies;

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