

# SURABHI JADHAV

## Content Writer

You have a website and want to market it?  
Do you want your content to rank on google search?  
Have blogs and articles for your users to engage in.  
And entice those users with a perfect product placement.  
Sound's interesting? Mail me.

I am an experienced content writer with 4+ years of experience with SEO, technical and creative writing skills. Seeking opportunities to leverage my skills and experience for continuous growth in Content Writing.

## Contact

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- ✉ | surjadhav222@gmail.com
- 📍 | Mumbai, Maharashtra

## Education

### ● Bachelor of Accounting & Finance

University of Mumbai  
Nirmala College, Kandivali

## Skills

- Writing long-form and short-form content
- Editing and Proofreading
- Researching skills
- Critical thinking
- Strong attention to detail
- Time management
- Social Media Awareness
- Audience Understanding
- Storytelling Ability
- Collaboration and team work ability
- Leadership and team guiding ability

## ● Experience

### ● Business Content Writer

Aussizz Group- (Parramatta, Australia)-  
Mumbai Branch June 2023 - Present

- Content Editing and Proofreading
- Original Long-Form Reports, Letters, and articles
- Accurately collect and analyse data to prepare various types of long form reports that provide insight into key data points
- Writing different Client Success Stories
- Cross-functional Collaboration to plan content strategy
- Market Analysis and Test Writing Preparation
- Performed immigration documentation for clients and oversaw the correctness of immigration forms
- Writing precise formal content to present it to Case Officers and Department of Home Affairs

### ● Content Writer

#### Algonauts Technologies

Sep 2021- June 2023

- Wrote content for website describing the company's vision and products and how they help the user
  - Led a team of content creators
  - Working closely with the SEO team to produce website content for Stock Market services, Education websites, and Newsletters including meta tags, descriptions and keywords.
  - Regular production of various content types for Social Media Posts on all various platforms
  - Editing and proofreading content produced by other members of the team
  - Collaborating with other departments for creation of innovative content ideas
  - Email Writing and Blog Writing; created WhatsApp Marketing
  - Creative Post Content
- Worked on tools like Canva Pro, Synthesia, Pictory.ai, and Flexclip.

### ● Marketing Associate

#### Thakur College

Nov 2019 - Aug 2021

- Planning Content strategy to attract customers (students)
- Interacted with customers, usually students coming for admissions.
- Handled customer grievances and helped them with the admission and other procedures.
- Performed other administrative tasks such as maintaining records and book keeping.

## Reference

Saurabh Shirke  
Senior Software Engineer

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