

# RITIKA ROSE

📍 #J-203, Maya Garden Phase-3, VIP Road, Zirakpur DOB: 23-Apr-1997

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## SUMMARY

A Writer, Editor, Social media coordinator and Community Manager possesses 3 years experience of in website content writing/editing, content project management, content quality checking, B2B/ B2C content writing also writing blogs and articles. Social media coordinator and Community manager responsible for organizing events and live sessions at the same time handle all the Social media accounts including Facebook, Instagram & Twitter for social media marketing. Efficiency in researching and documenting sources. Excellent communication and interpersonal skills. Knowledge of various blog platforms like Blogger and WordPress.

## WORK EXPERIENCE

### HELPOST SOFTWARES PRIVATE LIMITED | PART-TIME

Community Manager | Jun 2019 - Present

- Identified developed and evaluated marketing strategies based on knowledge of company objectives and market trends.
- Assisted product development in incorporating positive changes.
- Monitored online posts for Facebook and Instagram for content and adherence to guidelines. Utilized a creative approach to engaging users and increase activities.
- Prepare detailed marketing forecasts on a daily weekly and quarterly basis.
- Collaborate with advertising and promotion managers to promote products and services.

### FREELANCING

Freelancer Content Creator | Jan 2019 - Present

- Research industry-related topics (combining online sources, interviews, and studies)
- Developing content for blogs, articles, product descriptions, social media, and the company website.
- Proofread and edit blog posts before publication
- Coordinate with marketing and design teams to illustrate articles
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Promote content on social media

### TRICITY INFO SOLUTIONS

Freelancer Human Resource Manager | Work From Home | Jun 2019 - Dec 2019

- Managing company staff, including coordinating and supporting the

## EDUCATION

### Bachleor's In Computer Science & Engg.

Shaheed Udham Singh College of Engg & Technology

### Diploma In Computer Science & Engg.

Govt. Polytechnic Ambala City

### Matriculation - 10th

Convent of Jesus & Mary School

## SKILLS

Writing strategy

SEO - Blogs and Articles

Creativity

Communication

Collaboration Skills

Adobe Photoshop

MS Office (Word, PowerPoint, Excel)

Wordpress

Customer Service

Management

Administrative skills

recruitment process.

- Onboarding newcomers to the company
- Determining suitable salaries and remuneration
- Developing adequate induction and training
- Build solid relationships with leadership teams and serve as a partner before, during, and after the recruiting process.
- Maintain the Records of Joining
- Arranging interviews for shortlisted candidates

## 75WAY TECHNOLOGIES

Business Development Executive & Content Creator | Jan 2019 - May 2019

- Worked on different platforms like Upwork, Freelancer, and performed bidding on projects relevant for the company.
- Writing Content for the in-house project of 75way Technologies, re-vamping their whole website, and writing unique and fresh content all over again.
- Research and analysis to gather data to help a company market its products or services.
- Blog Writing every day on topics revolving around the business and also relevant and informative according to business needs.
- Performed Social Media Marketing on Different Platforms and a Schedule over with updating Posts every day.

## CONCENTRIX DAKSH SERVICES INDIA PVT. LTD

Email/Chat CRM - UBER | IT Park, Panchkula | May 2017 - Dec 2017

- Responding to customer queries in a timely and accurate way, via phone, email or chat
- Identifying customer needs and helping customers use specific features
- Analyzing and reporting product malfunctions
- Update our internal databases with information about technical issues and useful discussions with customers

## LANGUAGES

**English** (Expert)

**Hindi** (Advanced)

## HOBBIES



Writing



Reading



Singing



Shopping



Church Activities



Collection



Cooking



Learning New Things



Watching Youtube Videos

## PERSONAL DETAILS

**Gender**

Female

**Marital Status**

Married

**Nationality**

INDIAN

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## PROJECTS

### WEBSITE CONTENT

Freelancing | Jan 2020 - Feb 2021

- [www.allruva.com](http://www.allruva.com)
- [www.kiwintiger.co.nz](http://www.kiwintiger.co.nz)
- [www.sydneyautomatedgates.com.au](http://www.sydneyautomatedgates.com.au)
- [www.localplantationshutters.com.au](http://www.localplantationshutters.com.au)
- [www.adttechservices.com](http://www.adttechservices.com)
- [www.newbridges.in](http://www.newbridges.in)
- [www.Aaravgroup.in](http://www.Aaravgroup.in)
- [www.wmkestates.com](http://www.wmkestates.com)