



PRANATI HALDER

Senior Content Writer

PROFILE

- ✦ Proficient content writer/editor with an overall experience of 6 years
- ✦ Passionate writer who strives to achieve committed goals with perfection and perseverance
- ✦ Team player with experience in client coordination and team management

CONTACT

PHONE: 9874239622
EMAIL: pranati.halder@gmail.com

LANGUAGES KNOWN:

- English (W/R/S)
- Hindi (W/R/S)
- Bengali (W/R/S)

HOBBIES

- Writing stories
- Reading books
- Listening to music
- Cooking

ACHIEVEMENTS

- Client recognitions
- Won Bournvita Quiz contest
- Won several story writing competitions

EDUCATION

- ✦ **Masters in English from Rabindra Bharati University**
(2009 – 2012)
- ✦ **Bachelor of Arts in English from Dum Dum Motijheel College**
(2006 - 2009)

WORK EXPERIENCE

- ✦ **WebGuru Infosystems Pvt. Ltd. [Senior Content Writer]**
(24th Nov 2014 – Present)
 - Writing content on various domains (medical, IT, Digital marketing, etc.)
 - Writing blogs, articles, company profiles, synopses, service pages, proposals, e-learning courses, books, brochures, flyers, print magazine and ebooks
 - Coordinating and assigning work to team members, mentoring new writers, editing write-ups
 - Communicating with clients and other stakeholders (like digital marketing, and business development team) to deliver projects
- ✦ **NexGen Management Research [Academic Content Writer]**
(10th May 2014 – 22nd November 2014)
 - Researching and writing academic content for MBA students
 - Writing proposals and thesis work

SKILLS

- Writing and Editing
- Excellent Communication and Coordination
- Attention to detail
- Time Management
- Teamwork
- Leadership
- Research and Analysis
- Project Management