

# Kritika Mitra

Content Writer; Editor

Crafting well-researched, compelling, and impactful SEO-friendly content for businesses

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## WORK EXPERIENCE

### Content Writer

RIG Enterprise Applications

12/2020 - Present

*Achievements/Tasks*

- Won the Team Player Award for 2021
- Curating content related to the company websites, including blogs, whitepapers, newsletters, and social media posts

### Content Writing Intern

uFaber Edutech

09/2020 - 10/2020

*Remote*

*Achievements/Tasks*

- Researched titles and wrote SEO-friendly blogs for the website related to education fields like IELTS and UPSC

### Subject Matter Expert

UniProfs

05/2020 - 06/2020

*Remote*

*Achievements/Tasks*

- Proofread and verified answers to questions from competitive exams

### Content Writing Internship

YouSayWePen

07/2019 - 03/2020

*Hyderabad*

*Achievements/Tasks*

- Writing SEO-friendly blogs for the company website.

## EDUCATION

### Post Graduate Diploma in the Teaching of English [PGDTE]

English and Foreign Languages University

06/2019 - 06/2020

*Hyderabad*

### Master of Arts in English

Osmania University

07/2017 - 06/2019

*Hyderabad*

## SKILLS

Creative Writing

Content Writing

Proofreading

Editing

Verbal and Written Communication

Copywriting

SEO

Linguistics

English Grammar

Organization Skills

Research

## CERTIFICATES

Diplôme d'Etudes en Langue Française A2  
(09/2013 - 09/2014)

*Certified to use French in professional settings*

Academic Writing and Research Methodology

*Completed a certificate course online on Academic Writing and Research Methodology*

Fundamentals of Digital Marketing

*Audited the course by The Open University, England through Google's Digital Unlocked.*

## LANGUAGES

Hindi

*Native or Bilingual Proficiency*

English

*Native or Bilingual Proficiency*

French

*Professional Working Proficiency*

Punjabi

*Limited Working Proficiency*

## INTERESTS

Reading

Cinema

Creative Writing

Drawing