



# ANKUL TIWARI

S/O Vinod Tiwari Village Dhokri thana Handiya Teh foolpur Prayagraj  
Uttar Pradesh 212402  
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## OBJECTIVE

A dependable and collaborative team player with a proven ability to write colorful, persuasive copy. Having impeccable grammar, strong editing skills, a long track record of writing articles that make readers stop and think. Presently looking for a writing position with an employer that offers a dynamic environment, excellent growth opportunities, and competitive earnings.

## EXPERIENCE

- **Freelance Writer**

*Jan/2020 - Present*

Content Writer

Commissioned by publishers or agents to write articles for their publication. Also responsible for developing content for a range of communications channels, including articles, blogs, video scripts, and product descriptions. As well as being responsible for all other duties as assigned by editors and senior management.

Duties:

Writing articles for websites.

Researching information.

Performing quality assurance testing on written articles.

Modifying copy until clients and editors are satisfied.

Making sure that any written content is truthful.

Writing assignments for electronic media and Contributing articles to social media outlets.

Contacting sources for information.

- **Universal Autohouse**

*May/2019 - July/2020*

Buisness development Executive

- Communicate and follow up with clients and internal members of company.
- Talk on phone and email with clients and vendors.
- Making Documents.

- **Perfect Infosoft**

*Feb/2018 - April/2019*

Data Entry Operator

- maintaining data records and data collection.
- Verify data and correct database.

- **I.C.C.S. (Delhi)**

*Nov/2016 - Dec/2017*

BPO Executive

- handling customers and their queries.
- Collect feedback from customers to improve the quality of service.

## WRITING ABILITIES

- 1. Strong command of the English language.
  2. Can write both fiction and factual articles.
  3. Excellent word-processing skills.
  4. Can appropriately obtain and utilize reference material.
  5. Rewriting and revising work.
  6. Skill in writing for websites and blogs.
  7. Liaising with printers, artists, and designers to confirm page, picture or illustration should look.
  8. Ability to manage multiple projects simultaneously and meet deadlines.

## EDUCATION

- **R.G.P.V. Bhopal**  
2016  
Bachelor of Engineering (Mechanical)  
GPA 6.68
- **Government school of Excellence Venkat 1**  
2011  
12th  
6.6
- **Government school of Excellence Venkat 1**  
2009  
10th  
7.5

## CERTIFICATE

- Digital Marketing Expert From Google Digital Garage.

## SKILLS

- Writing
- Research and fact checking
- Proofreading / Grammer checking
- Editing for style

## LANGUAGE

- English
- Hindi

## PERSONAL INFORMATION

- **Fathers Name**  
Mr. Vinod Tiwari
- **DOB**  
16sep1994
- **Marital status**  
Single
- **Current Location**  
Vapi, Gujarat
- **Hobbies**  
Writing & Reading