**RUNA JASIA**

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 Mobile no.: +91-8434186058, 9606793594

**CAREER OBJECTIVE**

* **To seek a position in an organization where I can demonstrate my skills and knowledge for the development of the organization and simultaneously grow professionally in future.**

**WORK EXPERIENCE**

* **Currently working as :** **Freelancer Content Writer**

**From:** **June 2019-currently working**

**Type of works included:** Story writing, Article writing, Content writing and Quotations writing.

* **Job Title: Content Writer**

**Company Name**: **Lawyered**

**Website of the company:** <https://www.lawyered.in/>

 **From: March 2019 – August 2019**

**Job Role:** To write articles related to laws and regulations.

**Key Responsibilities**: To deliver 10 articles weekly on the given topics.

Research and write articles regarding laws and regulations.

**Here’s the link of my articles:**

* [**https://www.lawyered.in/legal-disrupt/articles/top-founders-and-how-they-handled-their-legal-matters/**](https://www.lawyered.in/legal-disrupt/articles/top-founders-and-how-they-handled-their-legal-matters/)
* [**https://www.lawyered.in/legal-disrupt/articles/basics-equity-stakes-shares-every-startup-entrepreneurs-should-know-advocate-sudipto-sircar/**](https://www.lawyered.in/legal-disrupt/articles/basics-equity-stakes-shares-every-startup-entrepreneurs-should-know-advocate-sudipto-sircar/)
* **Job Title:** **Team lead**

**Department: Delivery & Operations.**

**Company Name:** **iMerit Technology Services Pvt. Ltd.**

**Website of the company:** <https://imerit.net/>

**From**: February 2018 – currently working

To do the team handling from delivery, quality and production point of view of computer vision, NLP, NER, ML projects Etc. that are used by Artificial Intelligence. These projects include:

* Bounding box labelling (meta-attributes included)
* Pixel wise semantic segmentation.
* 3D point cloud LiDAR annotation. (meta-attributes included)
* Polylines annotations. (meta-attributes included)
* Geo- Spatial markings.
* Key point/Landmark annotations.
* Content research related work.
* Data Entry, Data searching, Data processing, POC, Data scraping & Data enrichment.
* Video annotation

**Key Responsibilities:**

* Responsible for delivering quality work assurance.
* Project planning and management.
* Responsible for delivering production work on time.
* Responsible for handling the team in all aspects.
* Responsible for sharing and explaining doubts and edge cases.
* Responsible for doing analysis and creating POA to ensure a stable workflow.
* Handled all delivery related client communication efficiently.
* **Job Title: Freelancer Travel Writer**

**Company Name**: **Arrivedo**

**Website of the company:** [**https://arrivedo.com/**](https://arrivedo.com/)

 **From**: January 2019 – currently working

**Job Role**: To create Neighbouring Guides for different Hotels.

**Key Responsibilities**: To approach to the client/customer, take their interviews, write for them and publish the article in the website.

**Here’s the link for my Arrivedo’s profile:** [**https://arrivedo.com/writers/profile/runajasiagmailcom**](https://arrivedo.com/writers/profile/runajasiagmailcom)

**ACADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **COLLEGE/SCHOOL** | **YEAR OF PASSING** | **BOARD** | **PERCENTAGE** |
| B.Tech(CSE) | Gandhi Engineering College, Bhubaneswar | 2017 | BPUT | 7.87 CGPA |
| 12th | D.A.V Public School, Bariatu, Ranchi | 2013 | CBSE | 81.4% |
| 10th | D.A.V Public School, Bariatu, Ranchi | 2011 | CBSE | 8.6 CGPA |

 **SKILLS**

* HTML5 & CSS3.
* MS-Office
* Analytical and Optimization skills
* Leadership skills

**WORKSHOP & SEMINAR**

* Attended “Business Modelling Workshop” of E Summit -2015 organised by Centre for Entrepreneurship, IIT Bhubaneswar.
* Attended “Android Workshop” organised by Google Developer Group, Bhubaneswar.
* Presented seminar on “Google Project ARA” in 6th Semester.

**AWARDS & ACHIEVEMENTS**

* Achieved “Council Of Europe Level B1” in Business English Certificate Preliminary.
* Outstanding performer (employee) award in April 2019.
* Client appreciation for multiple of times regarding quality of work and for providing an effective communication.
* FLIP Training: topper of all the batches in the month of Jan’20.

**EXTRACIRICULAR ACTIVITIES**

* Coordinated 3 events in college Tech Fest 2016.
* Content writing & writing Blogs.
* Participated in Debate competitions and Group Discussions.

**PERSONAL INFORMATION**

 **D.O.B** : 4th March 1995.

 **LANGUAGE KNOWN**  : English, Hindi.

 **NATIONALITY** : Indian

**HOBBIES & INTEREST**

* Writing diary entry, articles, stories and quotations.
* Watching motivational videos.
* Cooking

**PERMANENT ADDRESS**

Lane no-01,Sattar colony, Near Alam nursing Home, Bariatu, Ranchi, Jharkhand, India -834009.

***DECLARATION* :**

 I do hereby declare all the above statement is true to the best of my knowledge*.*

DATE: 03-05-2020

PLACE: Ranchi, Jharkhand, India

 (**Full signature of candidate)**