

ARUN KUMAR

SEO EXECUTIVE

CONTACT



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EDUCATION

- Graduation – University of Delhi 2009–2012
- Intermediate – CBSE 2008–2009
- Matriculation – CBSE 2006–2007

SKILLS

TECHNICAL SKILLS

- SEO off-page
- SEO on-page
- Content writing
- Social media marketing (paid marketing)
- WordPress (CMS)
- MS-Office (Advanced)
- MS-Excel (Advanced)

SOFT SKILLS

- Time Management
- Effective Communication
- Teamwork
- Adaptability

PROFESSIONAL EXPERIENCE

FREELANCER

Freelancing | New Delhi, Delhi | January/2021-Present

Currently working as a freelancer.

- SEO off-page.
- SEO on-page.
- Content marketing
- Website audit & analysis.

INTERNET RESEARCHER

SOFTWEBWORKS | New Delhi, Delhi | Sep/2016-Sep/2019

I have worked as an Internet Researcher.

- Internet researcher, online data collection on given keywords.
- Maintaining the database in to excel with formatting.
- Emailing on the collected database from the internet to promote the company services for lead generation.
- Performing some SEO off-page activities such as preparing ranking reports and link building.

PRESALES NON-VOICE EXECUTIVE

ZEKO KPO | New Delhi, Delhi | Oct/2015-Aug/2016

I have worked as a Presales Non-Voice Executive.

- Preparing bar reports (online reputation reports) by finding reviews on given leads.
- Preparing PPT as well.
- Job posting on job portals in India.
- Recruiter Calling.

TRAININGS & WORKSHOPS

- Six weeks online training on Digital Marketing from **Internshala**
- Digital marketing internship program from **Digital Deepak (DDIP)**

WORK SAMPLE

- [My work portfolio](#)

HOBBIES / INTEREST

- Listing Music
- Internet Browning
- Self-Learning