MALAIKA MIRANDA​ ​(SHARMA)

​ **Phone:**

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**Address:**

4th floor, Monarch, 2nd Hasnabad Lane, Santacruz West, Mumbai 54.

**Personal Information**

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| Language Proficiency | English, Hindi, Marathi. |
| Interests | Traveling and Social work. |
| Personal | Nationality: Indian  Marital Status: Single.  Height : 164 cms.  Eye Sight : Normal.  Date of Birth: 03/06/89. |
| Strengths | I am a well presented person, sincere, hospitable and sociable. Experienced in hospitality/Legal Industry.  Able to work individually and as part of a team. |
|  | Good logical reasoning and practical skills.  Excellent communication skills and highly customer oriented nature.  Organized, methodical and highly adaptable smart working individual and firm believer in team work.  Ability to shoulder responsibility and execute assignments with maturity.  Self-motivated personality.  I will find out a Solution for any work assigned to me. |

**DIGITAL KNOWLEDGE OF**

Keyword Research ·

Title Tag

Optimization ·

Robots.txt Optimization ·

Image & Hyperlink Optimization  ·

Canonicalization ·

Local Search Engine Submission

Customer Review Submission

Wikipedia

Blog Writing

Directory Submissions

Social Bookmarking

Article Social Bookmarking

Article Submission ·

Additional One Way Links ·

Blog Submission ·

Press Release Submission ·

Video Submission ·

Photo Sharing ·

RSS Feeds ·

Landing page analyzer ·

Sitemap Creation  ·

Analytics ·

CTR-Analysis ·

PPC ·

SMO ·

URL Structure ·

On-page SEO

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| Work Experience:  Currently working as a Free lancer Reporter  and promotion of the newspapers through SEO.   Was Briefly associated with a Paris Based Company as a ‘Special Projects and PR manager’  Named Media India Group For the Pravasi Bharitya Divas.   Worked as a Business Development Officer with Mokul Group from December 2011 till December 2012, New Delhi.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **EDUCATION** |
| *S.S.C*Delhi Board securing FIRST CLASS.    *H.S.C*Delhi Board                     securing HIGHER​ ​SECOND CLASS  *(Graduation)*Securing a FIRST CLASS degree ,majoring in LLB. |
| **OTHER QUALIFICATIONS**  Successfully completed a Computer course from Boston Computer Institute that included: -  Microsoft Word, Excel, Power Point, Windows NT & photo shop, Coral Draw, Website Designing & Internet Browsing, Tally, Basics of Java Core Language. |
| Completed typing course from ‘Davars College’.   Completed public speaking course from the ‘Indo  American Society’.  ​Can ​writ​e ​Articles & design Projects. |
| Languages Known: English, Hindi and Marathi. |
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