

ANAND SINHA

CONTENT WRITER

Content Writer, helping organizations market themselves with creative copy. Building, sharpening and enriching brand voices with captivating content. 5 years of experience in communication and outreach.

CONTACT

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🌐 www.anandentity.wordpress.com

🌐 www.linkedin.com/anandsinha4/

SKILLS

- Content writing
- Print and Digital writing
- Editing and Proofreading
- Wordpress
- MS Office
- Google Docs
- Canva

WORK

Content Writer

Fusion Corporate Solutions, Gurugram | Feb 2021-Present

- Client: Ministry of Jal Shakti, DoWR, RD&GR, GoI
- Create monthly calendar and campaigns for social media pages
- Write, proofread and edit the monthly magazine of the Department, 'Jal Charcha'
- Infographics
- Proofreading and Editing
- Scripts
- Emailers
- Community management

Customer Administration Associate

Silverskills Pvt Ltd, Gurugram | July 2015- Aug 2019

- Assisted the Consultants at the BGRS US office throughout the global mobility process of over 10 accounts
- KRAs: Business Communication and Documentation

EDUCATION

MA Comparative Indian Literature

University of Delhi | 2020

- Volunteered for People's Archive of Rural India (Translator) and Studio Safdar (Kids' story groups)

BA (H) English

University of Delhi | 2015

- Volunteered for Samanvay, Qrius and Youth Ki Awaaz (blogging)