

RENUKA ADHIKARI

Kathmandu, Nepal

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[LinkedIn Profile](#)

Objective:

Versatile professional with a strong background in content creation, project management, and administrative support. Adept at enhancing operational efficiency, driving engagement through compelling communication, and collaborating effectively within teams. Seeking to leverage diverse skills and experience to contribute to the success of a dynamic organization.

Skills:

- Editorial Excellence and Quality Control
- Content Strategy and Editing
- Proficient in MS Office (Word, Excel, PowerPoint)
- Strong Research and Fact-Checking Abilities
- Effective Communication and Team Collaboration
- Exceptional English Grammar and Language Proficiency
- Detail-Oriented and Organized Approach
- Project Management
- Administrative Support
- Client Support and Relationship Management
- Attention to Detail

Professional Experience:

Email Marketing, Virtual Assistant, Client Support Strategist, and Administrative Assistant

Remote

Apr 2023 – Present

- Implemented email marketing strategies to enhance client visibility and engagement.
- Provided efficient administrative support, optimizing client productivity and satisfaction.
- Developed and executed client support strategies, ensuring client satisfaction through effective communication.
- Conducted data entry and managed databases to ensure accurate and organized information.

Content Specialist and Communication Manager

Freelance

Jun 2019 – Dec 2023

- Developed and managed content creation strategies to effectively communicate brand messaging and enhance visibility.

- Implemented marketing initiatives across various communication channels, ensuring alignment with SEO best practices.
- Collaborated with writers, providing feedback, writing briefs, and assigning projects to foster a creative environment.

Academic Interviewer and Counselor

Freelance

Mar 2020 – May 2023

- Conducted in-depth academic interviews, offering personalized guidance and support to students.
- Assisted numerous students in navigating the study abroad process, leading to high conversion rates and positive outcomes.

Project Manager, Interviewer, Recruiter, and Talent Management Officer

Remote

Aug 2021 – Oct 2023

- Led diverse projects, demonstrating strong project management skills and meeting deadlines and objectives.
- Conducted thorough interviews and assessments, ensuring high standards of candidate selection.
- Managed talent acquisition processes, contributing to client project success.

Education:

Bachelor's in Arts - Major English

Reference:

Available upon request