

CURRICULUM – VITAE

RAJAN KANDARI

H. No 244 C/7, ward no.2 ,
Garhwal colony, Mehrauli,
New Delhi 110030
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Career Objective :-

To build a long-term career in a professionally managed organization, where my skills and abilities can offer growth.

Academic Qualification :-

- Secondary passed from CBSE Delhi.
- Senior Secondary passed from CBSE Delhi.
- Bachelor of Arts passed from Delhi University (SOL).

Computer Skills :-

- Basic knowledge of computer application.
- English Typing -30w.p.m.

Work Experience:-

- Worked with At - **Lifecell International Pvt. Ltd.** from 4th May-2021 to 4th January -2022 as a Sampling Collection Executive (Blood Sampling and Covid-19 samples).
- Worked with At -**Catalyst Web Trends' Pvt Ltd.** as a SEO Associate from 21st January - 2019 to 31st December -2020.

Job profile -

- On-page & off-page seo including keywords research for careerjobs360.in website.
- Managed sportzcrazy.com website & keywords research.
- Other websites managed covered- luckbet24x7.com, fitnessdeals.co.in.
- Google analytics
- Google search console
- Keyword research
- On page optimization
- Off page

- Worked with **SS RANA& CO. LAW FIRM** as a Junior Paralegal from 12th December 2014-5th October 2016.

Job Profile -

- Proactively maintained database, along with client details & entry.
- Downloading e-registered trademark application.
- Journal entry and verification of SAARC COUNTRIES.
- Other tasks included-trademark search, tmj checking, trademark filing, short listing of trademark logo.

Personal Details :-

Father's Name : Late Prem Singh Kandari
Date of Birth : 24/10/1992
Languages Known : Hindi, English
Nationality : Indian

Declaration:-

- I, hereby, declare that all the above mentioned information is true to the best of my knowledge and belief

Date:

Place: New Delhi.

(RAJAN KANDARI)