

Bushra Saleem

Content Writer

Contact

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Education

B.E. Computer and Information

System (2013 - 2017)

NED University of Engineering and
Technology

Pre - Engineering (2010 - 2012)

Commecs College

Expertise

- Ms Office
- Google Docs
- Research Skills
- Editing
- Proofreading
- Grammar Check
- Spelling Check

Skills

- Adaptable
- Good Communication
- Collaborative

About Me

Highly passionate and professional content writer. Excellent editing and proofreading skills, along with grammar and spelling check. Having excellent verbal and writing skills. Do have a good understanding of consumer demands and a deep command over Ms Office, and Google Docs.

Work Experience

● Editor/Proofreader

Oct 2022 - March 2023

Pronto Digitals

I am currently working at Pronto Digitals, as a Editor/Proofreader. However, I have not kept my skills limited to it. My daily tasks include:

- Ghost writing: Develop project scope according to the client requirements.
- Cater to client's concerns and make edits according to their demand.
- Work on SMM calendar for the marketing and publishing of the books.
- Writing video scripts for the video trailers of the books.
- Blog and article writing.
- Writing resumes for clients according to their demand and the position they are applying to.

● Intern

Dec 2017 - Jan 2018

National Bank of Pakistan (Head Office)

My internship for Information Technology Group, National Bank of Pakistan, Head Office was of 06 weeks duration. The task process assigned during this was:

- maintain contract among service providers and organization
- monitoring pan Pakistan locations and servers
- responsible to submit fault report in case of incidents
- process for hiring as per required eligibility criteria
- any other task assign by immediate supervisor during the tenure

Organization

● IEEE - NED (2015 - 2017)

English Documentation Team

● IEEE Karachi Section (2015 - 2016)

Editorial Board Member

● SENTEC - NED (2015)

English Documentation Team

● NSA Drama Club - NED (2015 - 2016)

Wrote plays in English for the drama club of NSA NED

● Payam-e-Cibe Commecs College (2013)

Volunteer work for the college magazine for its English Editorial Team

Certificates

EF Standard English Test (2022)

C2 Proficient with 80/100

Best Compere in English Award (2012 - 2013)

Commecs College

Special Prize in Bilingual Declamation Contest (2013)

Commecs College