



# Riya Singhal

## Career Objectives

To obtain a challenging and rewarding position in a growth oriented organization, which will allow me to make use of my knowledge and experience with diverse job responsibility, and that involves team skill, problem solving skill, project coordinating, with creativity and innovation.



### Have knowledge of Softwares:

- Grammarly
- Plagiarism checker
- MS Word
- MS Excel
- MS PowerPoint
- Chatgpt
- SEO surfer
- Jasper
- Canva



+91-9588868373



singalriya5@gmail.com



Sri Ganganagar (Raj.)

### On Job Training:

Zapbuild Technologies - Mohali as Process coordinator and content writer ( Jan, 2020 - Dec, 2020)

### Industry Experience:

Worked as Senior Content Writer at Eweb A1 Professionals - Mohali ( Feb, 2021 - March, 2024)



### Teaching Experience:

- Worked in Guruharkrishan Public School, Sri Ganganagar, as a Computer teacher ( 1 Year )
- Ch. Ballu Ram Godara Govt. Girls College, Sri Ganganagar, Assistant Professor (Computer Application) - (11 Aug 2025 - 10 Jan 2026)



### Education

M.C.A - CGC, Landran (completed in 2020)

B.C.A - Seth GL Bihani S.D. (PG) College, Sri Ganganagar (Completed in 2018)



### Skills

- Coordination and requirement gathering.
- Content strategy and marketing.
- Ability to listen to someone and then give ideas to him/her.
- Ability to communicate with people in a confident way.
- Ability to handle problems with a positive attitude and in less time.
- Ability to work in a team and set up trust.