

Murtaza Kanorwala

Content Writer/Manager

Philadelphia, PA

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Work Experience

Tax Associate

H&R Block - Philadelphia, PA

Tax return preparation:

- Assist in preparation of our clients' 1099 (1099-B, INT and DIV) year-end tax information reporting, including reviewing, recommending, and making adjustments to client year-end tax reports.

- General accounting for client business' to be used in preparing income tax returns,

including preparation of trial balances and related adjusting journal entries; preparing

deposits and disbursement requests.

- Stay current on the latest tax law changes. Take advantage of continuing education

opportunities.

Content Manager

VRLab Technologies Private Limited - Philadelphia, PA

November 2017 to March 2018

1. Write content based on given topics ranging from technology, coding, entrepreneurship, fitness and more

2. Perform market research on topics and keywords to help with SEO

3. Maintain our content blogs and find suitable images/graphics for the site.

Student Partner

Internshala (Virtual)

September 2017 to March 2018

- 1) Help out your college peers with latest internships and training offers and assist them with internship/training related queries.

- 2) Conduct workshops/seminars in your college, set up internship club and,

represent us in your college fests.

Content Manager

Glossaread Technologies - Pune, Maharashtra

June 2017 to August 2017

1. Manage the content management system
2. Edit and manage the back end with tags/meta/descriptors/images
3. Use seed content to build relationships with influencers

Education

Bachelor in Computer Applications

Arihant Senior College Of Arts

2016 to 2018

Skills

ADOBE PHOTOSHOP (Less than 1 year), COPYWRITING (Less than 1 year), CREATIVE WRITING (Less than 1 year), DATA ANALYTICS (Less than 1 year), EMPLOYEE RESOURCE GROUP (Less than 1 year), Microsoft Excel, Microsoft Office

Links

<https://exam185.wordpress.com/>

<https://murtazakblog.wordpress.com/>

Certifications/Licenses

Tax Associate Certification Level

September 2018 to Present

Additional Information

SKILLS MS-Excel MS-Word

Advanced Advanced

Search Engine Optimization

MS-Office

(SEO)

Advanced

Beginner

Search Engine Marketing (SEM) Copywriting

Beginner Intermediate

WordPress Blogging

Intermediate Intermediate

Email Marketing Creative Writing
Advanced Intermediate

HTML Social Media Marketing
Intermediate Intermediate

English Proficiency (Written) English Proficiency (Spoken)
Intermediate Intermediate

Data Analytics Adobe Photoshop
Intermediate Intermediate

GitHub Google Analytics
Beginner Beginner

Enterprise Resource
Event Management
Planning(ERP)
Beginner
Beginner

WORK SAMPLES Other Portfolio Link:
<https://murtazakblog.wordpress.com/>

POSITIONS OF Content Admin\Developer In eViyaloka

Captain of my college Football Team.
RESPONSIBILITY
Leader of local Debate Competition
NGO Volunteer In Bookwallah Organisation.