

# SANGEETA GHERA | Content Writer

📍 New Delhi, India | ✉ [isangeetaghera@gmail.com](mailto:isangeetaghera@gmail.com) | 🌐 [sangeetaghera.in](http://sangeetaghera.in)

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Content Writer/Editor with 5+ years of experience in software and technology content creation. Skilled in writing SEO-friendly how-to guides, troubleshooting posts, software reviews, and niche articles that engage readers and improve online visibility.

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## CORE COMPETENCIES

### Technical Skills

WordPress • TechSmith Snagit • Canva • Content Management Systems

### Deliverables

Troubleshooting Guides • How-to Articles • Blog Posts • Software Reviews

### Professional Skills

Product Testing • Content Strategy • Content Creation • SEO (Keyword Research, On-Page Optimization)

### Soft Skills

Communication • Teamwork • Attention to Detail • User Empathy

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## PROFESSIONAL EXPERIENCE (RELEVANT)

### Freelance Content Writer – Software & Technology

*TheWindowsClub.com (Khanse WebMedia Pvt. Ltd., Pune)* | Aug 2022 – Present

- Write SEO-friendly how-to guides covering Windows, software tools, and productivity applications.
- Create troubleshooting posts to help users identify, resolve, and prevent common system and software issues.
- Ensure content accuracy, clarity, and alignment with audience needs and editorial standards.

### Content Writer & Editor – Software & Technology

*ILoveFreeSoftware.com (Inklik, New Delhi)* | Aug 2012 – May 2014

- Tested and reviewed free software for Windows OS, highlighting key features, usability, and limitations.
- Wrote detailed reviews and tutorials to guide users in installing, configuring, and effectively using applications.
- Edited and proofread articles to ensure accuracy, readability, and adherence to SEO best practices.

### Founder, Writer, & Editor

*ScribbleHunt.com (Independent Blog, New Delhi)* | Dec 2019 – Present

- Write articles across multiple niches, including health, food, nature, and baby care.
- Conduct topic research and keyword analysis to create SEO-friendly content that improves visibility and reader engagement.
- Manage all aspects of the blog, from writing and editing to SEO optimization and publishing.

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## PROFESSIONAL EXPERIENCE (ADDITIONAL)

### Technical Writer

*Humanitics Dimensions Software Pvt. Ltd., New Delhi* | May 2016 – Dec 2019

Created comprehensive user guides, training manuals, and other technical documents for various e-Governance platforms.

### Technical Writer

*RebusCode Information Solutions Pvt. Ltd., Gurgaon* | Jul 2015 – Apr 2016

Created documentation for a SaaS-based Market Research platform, including training materials and narrated video tutorials.

### Technical Writer

*HMS Infotech Pvt. Ltd., Noida* | Dec 2014 – Jun 2015

Created user guides, release notes, and training material for a cloud-based Hotel Management Software (SaaS) platform.

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## CERTIFICATIONS

- **Technical Writing Master Course** – IIMSkills (2025)
  - **Generative AI Mastermind** – 2-Day Online Workshop, OutSkills (2025)
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## EDUCATION

### Post Graduate Diploma in Computer Applications

Delhi University (2012)

### B.Sc. (H) Computer Science

Delhi University (2009)