# RANJAN KUMAR TIWARI

Tech Enthusiast | Administrator | Web Developer | Video Editor

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🏠 Ranchi, Jharkhand

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## PROFESSIONAL SUMMARY

Resourceful and tech-savvy professional with a background in computer applications, training, website management, digital marketing, and content development. Known for delivering value through technology integration, efficient communication, and education-focused solutions. Adept at handling multiple responsibilities—from technical development to administrative coordination and team leadership. Passionate about continuous learning and building practical solutions.

## CORE SKILLS

- Administrative Coordination & Team Management
- Web Development (HTML, CSS, JavaScript, React JS, Node.js)
- WordPress Website Development & Management
- Digital Marketing (SEO, Social Media, Email Marketing)
- Content Creation & Course Design
- Training & Public Speaking
- LMS & Educational Technology Integration
- Tools: Git, Canva, Figma, Tailwind CSS, Google Workspace, Mailchimp

## PROFESSIONAL EXPERIENCE

👉 **IDTV Indradhanush** | November 2025 – Present

### 🟢Web Developer, SEO Analyst & Video Editor

- Developed and maintained the organization's news website, ensuring optimal performance, functionality, and user experience.
- Managed website technical operations, including updates, troubleshooting, performance optimization, and security maintenance.
- Conducted SEO analysis and prepared monthly performance reports to improve search engine rankings and organic traffic.
- Researched, wrote, and published news articles while monitoring trending topics and current affairs.
- Edited and produced daily news videos for digital platforms and managed content publishing across social media channels.

👉 **Emancipation Edutech Pvt. Ltd., Ranchi |** February 2018 – March 2025

### 🟢Admin, Web Trainer & Digital Operations Manager

- Developed and managed the organization's digital platforms including emancipation.co.in, eepl.me
- Trained students in Python, MERN stack, and web technologies
- Managed digital outreach via SEO, email campaigns, and social platforms
- Designed and integrated custom LMS for online learning services
- Supervised internship programs and coordinated IT skill development workshops

- Coordinated daily administrative operations and student inquiries.
- Managed admissions, registrations, and documentation processes.
- Scheduled and organized classes, events, and meetings.
- Maintained staff and student records with confidentiality and accuracy.
- Supported finance and accounting teams with data entry and record tracking.

## PROJECTS

- **Educational Website Development:** Created multiple responsive WordPress-based sites integrated with LMS and custom features for managing courses and student data.
- **Appwrite Blogging Platform:** Developed a React-based blogging app using Appwrite for authentication and content management.
- **RedPaper.pro**: A personal publishing/portfolio website showcasing tech knowledge and blogging skills.
- **Social Media Campaigns:** Executed successful educational awareness campaigns, boosting enrollment and engagement.

## EDUCATION

- **Bachelor of Computer Applications (BCA)**
  - YBN University, Ranchi — 2024 | CGPA: 7.12
- **Intermediate (CBSE)**
  - Jawahar Navodaya Vidyalaya — 2014 | 94% (IT Applications with Computer Science)
- **Matriculation (CBSE)**
  - Jawahar Navodaya Vidyalaya — 2012 | CGPA: 8.4

## AWARDS & HONORS

- Icon of Jharkhand Award 2024 — by Dainik Jagran & Jharkhand Governor Shri Santosh Gangwar

## PERSONAL ATTRIBUTES

- Strong communicator with a passion for teaching
- Eager learner with an adaptive mindset
- Committed to excellence and innovation in tech education
- Leadership, team collaboration, and problem-solving

## LANGUAGES

- English – Proficient
- Hindi – Native