

Contact HR Consultant for CV No:341359

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective:**

To be associated with a progressive organization that gives me scope to apply my knowledge and skills in all the areas, in tune with the latest trends and be a part of team that dynamically works towards the growth of the organization and thereby gain satisfaction in all aspects.

**Expertise:**

* Enter all type data
* Data entry
* Administrative skills
* Able to work independently and within a team-spirited environment
* MS Office, Tally and simply accounting

**Work History:**

**COMPANY DETAILS :**

**Scientific Publishing Services Pvt Ltd** (**From March 2012 to June 2015)**

A service provider to the STM (science, technology, and medicine) publishers providing end-to-end content management, e-publishing, data conversion, and related services for journals and books publishers in the Europe, UK and US.

DESIGNATION : Production Editor (Data Entry)

DEPARTMENT : G3\_Log-in(Project Alpha)

CUSTOMER : Elsevier pvt Ltd

TOOL USED **:** PTS (Production Tracking System)

**JOB RESPONSIBILITIES :**

* Member in a team of 25 employees
* Item Registration and end-to-end content management
* Author Mail communication regarding typesetting
* XML Conversion Operator(Latex to PDF)
* Coordinate with the Author to follow the anticipated needs.
* Time management on target /scheduled dates.

**AWARD RECEIVED :** “Employees Profit Sharing Scheme” as an award with respect to my good performance.

**Knights Technology (From July 2011 to Jan 2012)** worked as System support & Maintenance

* Maintenance and Monitoring the entire browsing center PCs and modem

**RR Donnelley (From October 2010 to May 2011)** Worked as Document Specialist

* Preparing and Maintenance the MS-Office word documents and power point as per client request

**Academic Record:**

* **M.C.A (Master of Computer Applications)** from Sathyabama Institute of Science & Technology, Sathyabama University, Chennai (Tamilnadu) with **68% (7.33 CGPA),** during 2007-2010.
* **B.Sc (Bachelor of Computer science)** from Muthayammal College of Arts & Science, Periyar University, Salem, with **55.40%**, during 2003-2006.

**Computer Ken:**

Front-end Technology : SQL Server (Basic)

Web Technologies : Basic HTML

Operating Systems : WINDOWS XP, WINDOWS 7

Package : MS Office(Word, Excel, Power Point), Latex

**Other Interests:**

* Interested to learn and adopt the New Technologies
* Multimedia Designing and Implementation.

**Personal Skills:**

* Ability to learn faster and hence can quickly adapt to newer technologies.
* Dedication with inner drive to succeed and accomplish goals.
* Willingness to work in a team and interact in the Organization.
* Comprehensive knowledge in academics.
* Ready to take up tasks with enthusiasm.

**Declaration:**

I, hereby declare that all the information stated above is true to the best of my knowledge.