Michelraj J

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Michelraj5223@gmail.com

I have experience in Book publishing project, involved in book preparation end to end process as well research medical related content for the appropriate book title. I have great experience in multitasking work level, an accurate research analyst with expertise in organization, and various levels of research processes with modern research methodologies. Skilled in providing strategic solutions and assessing project performance. Hands-on experience completing development research and leading detailed competitive assessments.

Experience (12 years)

Process Specialist (October 2022 to Present)
Infobase India, Coimbatore

- Work for Omnigraphics, Health Reference Series
- Provides medical information for patients, families, caregivers, and the general public.
- Research medical related content from U.S. gov sources
- Work with CMS (content management tool)
- Directory research for organization
- Content copy editing
- Final book delivery report handled by me

Assistant Team Lead (October 2020 to September 2022)
Aggregate Intelligence, Inc., Coimbatore

- Book publishing
- Research book title related content
- Work with CMS (content management tool)
- Team player
- Directory research for organization

Sr. Process Associate (July 2018 to July 2020)
Algolitics India LLP, Coimbatore

- Web Research
  - Research on Industries, Companies, Products, People, etc. based on requirement through the internet and online databases.

Skills

- **Typing speed 40 WPM**
- Proficient in MS Office, including Word and Excel
- Preparation of reports
- Good attention to detail, proof-reading skills
- Basic business and analytical problem solving skills
- Multi-project working skills
- Team Player
- Strong organizational skills

Education

Bachelor of Computer Application - 2010
Periyar University College of Arts and Science, Salem

Certificate

- C
- C++

Sr. Process Associate (**August 2015 to July 2018**)
Mobius 365 Knowledge Services, Inc, Coimbatore

Project: Snapdeal (E-commerce)
- Enrich product catalogs with accurate information
- Received from vendor product content via **Excel** format for improved content to online platform followed by snapdeal instructions with using **Macros**.

Web Research
- Research on Industries, Companies, Products, People, etc. based on requirement through the internet and online databases.

AMWS (American Men and Women Science)
- The United States University/College faculties on Science related information and document the data.
- Identify search keywords and use them to research or harvest maximum information.
- Analyze and classify the information collected and put it in the desired output formats.
- Search and identify relevant websites as sources of information.
- Incorporate the relevant information in the database in required format.

Invoice Processor (**October 2010 to September 2014**)
VEE TECHNOLOGIES, Salem
- Working in project Virtual Transport Management, Its full or partial truck loads shipments processing.
- Download Various type of shipment bills in client server or FTP Freight bills bill of lading (including sea and airway) weight certificate and delivery certificate
- Most needed data's are process and stored in client database
- In additionally working in ISQFT United States commercial construction bid management project.

Declaration

I hereby declare that the above information published by me is true to the best of my knowledge. All certificates and credentials will be produced on demand.

<div align="center">Thanking you,</div>

Place: (Yours Faithfully)

Date: (MICHELRAJ J)