



HUMAYUN BASHA

TEAM LEADER

Dedicated and results-driven Team Leader with **15+** of experience in the dynamic field of E-Publishing. Proven track record of successfully leading cross-functional teams to achieve exceptional results in content creation, quality assurance, and publication processes. Adept at optimizing workflows, ensuring adherence to industry standards, and delivering high-quality digital publications. Committed to fostering a collaborative work environment that promotes creativity, innovation, and continuous improvement.



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chennai

SKILLS

- Analytical
- Template Creation & QC
- Adobe Acrobat / Pitstop
- MS Office
- QA Lead
- Problem-Solving
- Proof reading
- Strong Communication

EDUCATION

B.SC

Biology & Bio Technology

2005 - 2008

DMLT

Medical Technology

2003 - 2004

EXPERIENCE

TEAM LEADER - SENIOR QUALITY ANALYST

Nova Techset Private Limited

2011- Present

- Project analysis and project review reports
- Production planning and scheduling
- Responsible for overall productivity and timely deliverables
- Inter departmental co-ordination for facilitating the production team
- Training and monitoring individual productivity and taking necessary actions to avoid rework for achieving the targets
- Managing individuals in various standards
- Preparation of JSR reports, dispatch calendars to superiors
- Feedback analysis, preparation of documents, work instructions, check list etc
- Initiatives quality training

LANGUAGE

- English
- Tamil
- Hindi
- Urdu

ACHIEVEMENTS

- Star Performer of Year - 2021
- Best Team Leader - 2018
- Employee of the year - 2010

CERTIFICATIONS

- DCA
- Pitstop

SENIOR QUALITY CONTROLLER

TNQ PUBLISHING SERVICES PRIVATE LIMITED

June 2008- January 2011

- understating the client specification and Layout
- Ensuring that products adhere to quality standards
- Template Checking and Standardization
- Preparing of Style sheet, Working instruction ,quality-related reports
- Monitor and analyze customer feedback and quality metrics to continuously improve processes and reduce defects.
- Inter departmental co-ordination for facilitating the production team
- Collaborate closely with editors, designers, and production teams to ensure that digital content aligns with client specifications and industry standards.

QUALITY CONTROLLER

Amnet Systems Private Ltd

september 2006- May 2008

- proof reading Hebrew , Chinese , Greek , Arabic characters
- understanding the customer's requirement with various input
- proof reading symbols, math type usage, scientific notations and equation breakings
- Handling STM - Books and Journals
- Inter departmental co-ordination for facilitating the production team
- Perform comprehensive quality checks on e-books, magazines, and other digital publications to identify and rectify formatting, typographical, and layout errors.