

BALAJI. C

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OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

WORKING EXPERIENCES

Working as **Senior Quality Analyst** in **Apex**, Chennai, experience in publishers T & F, Financial Publication

Roles and Responsibilities

- ❖ Schedule work to meet deadlines.
- ❖ Helping and guiding subordinates whenever necessary.
- ❖ Make the team to for work TAT and to deliver them on a particular date.
- ❖ Giving training to the team members who are in need to speed up their work.
- ❖ Giving feedback to the person in who are making mistakes in the project and not to repeat the same in their future task.
- ❖ Tracking the status of the project on stage wise and make sure whether they are ready for the delivery.

Company Profile

Apex, Chennai is one of the well known Electronic Publishers and it works for several leading International Publishers like Taylor & Francis, Financial Publication etc.

Worked Period

Aug 2022 – Till Date

Worked as **Senior Quality Analyst** in **Straive**, Pondicherry, **6 Years 8 Months** experience in publishers Springer, CUP

Roles and Responsibilities

- ❖ Make my team to work for TAT and deliver the project on the particular date.
- ❖ Giving training to my team members who are in need to speed up their work.
- ❖ Giving Feedback to the person in my team who are making mistakes and insisting them not to repeat the same in future.
- ❖ Preparing checklist for each pass and insisting the team members to fill it up while uploading the file.
- ❖ Schedule work to meet deadlines.
- ❖ Helping the team members whenever necessary.
- ❖ Maintaining Excel for the team members and scheduling the task for each of them.
- ❖ Tracking the status of the project on stage wise and make them ready for the delivery.

Company Profile

Straive, Pondicherry (formally SPI) has been in the forefront of the Electronic Publishing Business and it works for several leading International Publishers like Pearson, Elsevier, Springer, OUP, CUP, Taylor & Francis etc.

Worked Period

Jan 2016 – Aug 2022

Worked as **Senior Quality Controller** in **Flatron Jouve** (formally **Jouve India**), Chennai, **2 Years 9 Months** experience in publishers Penguin US, UK

Roles and Responsibilities

- ❖ Working closely with users to ensure the project meets business needs.
- ❖ Co-ordinating the team engaged in project work.
- ❖ Detailed project planning and control including:
 - How to handle with feedback.
 - How to handle with non standard requirement.
 - How to reach TAT.

- ❖ Developing and maintaining a detailed project plan.
- ❖ Guiding fresher's and giving feedback to them.
- ❖ Resolving cross-functional issues at project level.
- ❖ Managing project scope and change control and escalating issues wherever necessary.
- ❖ Identifying user training needs and devising and managing user training sessions.
- ❖ Detailed project planning and control including:
 - Developing and maintaining a detailed project plan.
 - Managing project deliverables in line with the project plan.
- ❖ Resolving cross-functional issues at project level.
- ❖ Monitoring project progress and performance.
- ❖ Providing status reports to the project Head.
- ❖ Review and approve copy materials, and proofs.
- ❖ Final approval of the design specification.
- ❖ Confer with Subordinates to discuss client requirements, presentation concepts and to coordinate creative activities.
- ❖ Guiding, directing and motivating subordinates.
- ❖ Judging the qualities of things, services or people.

Company Profile

Flatron Jouve, Chennai (formally Jouve India) is one of the well known Electronic Publishers and it works for several leading International Publishers like Pearson, Penguin US, Penguin UK, Heidelberg etc.

Worked Period

Apr 2013 – Dec 2015

Worked as **Quality Controller** in **Integra**, Pondicherry, 5 Years 4 Months experience in leading publishers Pearson, Elsevier, Springer (Norwell, Heidelberg, Dordrecht, New York)

Roles and Responsibilities

- ❖ Creating standard checklists and client wise checklists.
- ❖ Mentoring freshers engaged in Quality Control and in Pagination.
- ❖ Formulate basic layout design or presentation approach and specify material details, such as style and size of type, photographs and graphics.

Company Profile

Integra has been in the forefront of the Electronic Publishing Business and it works for several leading International Publishers like Pearson, Elsevier, Springer, OUP, CUP, Taylor & Francis etc.

- ❖ Work with creative Template developers to develop designs and solutions.
- ❖ Review illustrative material to determine if it confirms to standards and specifications.
- ❖ Markup, paste and complete layouts and write typography instructions to prepare materials for typesetting or printing.
- ❖ Confer with other departmental heads to coordinate activities.

Worked Period

Jan 2008 – Apr 2013

EDUCATIONAL QUALIFICATIONS

U. G. Degree:	B.Sc
Institute:	St. Joseph Arts & Science College, Cuddalore
University:	Madras University
Year of Passing:	2000–2003
P. G. Degree:	MCA
University:	Madurai Kamaraj University (DLP)
Year of Passing:	2004–2007

TECHNICAL SKILLS

Languages	:	C, C++
Software	:	Oracle, MS Access

PERSONAL INFORMATION

Date of Birth:	27 th JULY 1982
Father's Name:	S. V. Chandrasekaran
Languages known:	English and Tamil
Permanent Address:	#.12 Velu Nagar, (Near Vijiyalakshmi Nagar), Koothappakkam, Cuddalore –607002

DECLARATION

I hereby declare that all the above given information are true to my knowledge and belief.