

# Naiteek Dasare

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## CAREER OBJECTIVE

Hardworking College Student seeking employment. Bringing forth a motivated attitude and a variety of powerful skills. Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company.

## WORK EXPERIENCE

### Book Editor Intern • Internship

Aug 2025

Book Editor Intern, Virtual

- 1. Assisted in reviewing and editing manuscripts for grammar, clarity, and consistency.
- 2. Conducted proofreading to ensure error-free content before final submission.
- 3. Collaborated with authors and senior editors to refine drafts and maintain the publisher's style guidelines.
- 4. Researched references and fact-checked content to improve accuracy and quality.

## EDUCATION

### B.Com, Commerce

2024 - 2026

Prathiba Junior College

### Senior Secondary (XII), Maharashtra State Board Of Secondary And Higher Secondary Education

2026

Commerce

Prathiba Junior College

## SKILLS

- Time Management
- Self-learning
- Adaptability