

GARIMA GUPTA

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House No. 766, Sector 19,
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(Haryana) India

CAREER OBJECTIVE

To be passionate about what I do, give my best to the organization and be open to new opportunities. I am seeking an opportunity to work with a reputed organization that will enable me to utilize my skills.

EDUCATIONAL QUALIFICATIONS

Degree / Exam	Institution	Year	Board/University
B.A. Honours	Ram Lal Anand College, Delhi	2013	Delhi University
AISSCE (Class XII)	Delhi Public School, Faridabad	2010	CBSE
AISSE (Class X)	Delhi Public School, Faridabad	2008	CBSE

AREA OF INTEREST

To secure a challenging position where I can effectively contribute my skills. I am looking for an opportunity to work with a reputed organization where I can put forward my innovative ideas and gain knowledge in the work oriented environment.

PROFESSIONAL EXPERIENCE

Position: Project Manager, Image & Text (1st March, 2015 to PRESENT)

Organization: Q2A Media Pvt. Ltd

Job Description:

- ☐ Managing the projects from various accounts – Pearson Education US (Full Service Projects, RnP projects), Cambridge University Press (Full Service Projects, RnP projects), Oxford University Press (Meta Data).
- ☐ Looking after Text and Image projects for Pearson Education, Cambridge University Press in the Rights & Permissions Team. Key contact between client and US and Delhi Team in terms of Image Research, Text & Image assessment, Data Entry, Permissions and Final Files.
- ☐ Analytical and planning requirements in order to meet the deadlines of projects within the set budgets.
- ☐ Equipped with CMS like PRISM (Pearson), DAM (OUP), Pearson Asset Library, CLMS (CUP), Publishing Tool (CUP) etc.
- ☐ Training the Rights & Permissions Team for various new set of skills in terms of R&P process.
- ☐ End-to-end supervision and management for the projects and clients.
- ☐ Finalizing and raising the billing of the R&P account internally and for the clients.

Position: Senior Text Permissions Executive (8th May, 2014 to 28th

February, 2015)

Organization: Q2A Media Pvt. Ltd

Job Description:

- ☐ Text Assessment - Assessing the manuscript and analyzing the third party content for Pearson US.
- ☐ Research - Finding the appropriate rights holders for the permissions assets.
- ☐ Permissions - Clearing permissions for Image and Text projects for CUP, Pearson using their CMS tools and sending across the credit lines on the closure of the projects along with the final files.
- ☐ Negotiations – Negotiating with various obscure rights holders and different photo vendors to meet the set budgets and achieve sufficient rights for different projects.
- ☐ BOSS – Involved in planning of new tool – BOSS for R&P in QBS Learning for tracking and recording data for all the live projects in R&P.
- ☐ Training – Actively training the team and taking small sessions to spread latest knowledge in R&P process.
- ☐ Responsible for taking the interviews and selecting the best candidates for R&P process. The R&P Test in QBS Learning had been designed by me.
- ☐ Support to the Account Manager to help prepare the Weekly Productivity Reports and other internal and client related reports as well.

Position: Text Permissions Executive (5th August 2013 to 7th May, 2014)

Organization: Aptara Inc.

Job Description:

- ☐ Reading manuscripts and providing analysis to identify rights holders' content.
- ☐ Understanding and interpreting client guidelines and requirements in order to determine rights needed.
- ☐ Clearing permissions as assigned by the Manager of Permissions.
- ☐ Analytical and planning requirements in order to clear permissions, on time and on budget.
- ☐ Involved in data entry and data analysis.
- ☐ Calling the rights holders in order to secure permissions.
- ☐ End-to-end permissions supervision and permissions management for all parties involved.
- ☐ Working on **PRISM** software.

STRENGTHS

- ☐ Flexible and quick at learning skills.
- ☐ Proficient in MS Excel, MS Word, MS PowerPoint.
- ☐ Goal oriented.
- ☐ Good communication skills and problem solving ability.
- ☐ Good leadership skills.

EXTRACURRICULAR ACTIVITIES

- ☐ Attended 21 days long training program „Earn While You Learn“ 2012, a scheme of Ministry of Tourism, Govt. of India.
- ☐ Certificate of Merit along with Scholar Badge for two years in Grade 9 and Grade 10. (Year 2007 and 2008)
- ☐ Certificate in a Talent Show and Dance Competition organized by Dance Mantra held in Year 2004. Participated in many Dance Stage Shows in the city as well as in school. Learnt dance for almost 10 years from various dance institutes.
- ☐ Certificate of grade “A+” in summer workshop training for Dance, Personality Development, Acting, Drawing and Painting held in year 2006.
- ☐ Certificate of merit awarded for Academic Excellence for year 2006-2007 from Delhi Public School, Faridabad.
- ☐ Member of Sakhi Club, Faridabad. Sakhi Club is a social club which aims at providing aid and charity to the poor sections of society. Have participated in several “clean up” and “say no to poly bags” drives. Also fed many homeless senior citizens with food, clothes and other cash aid. Spent quality time with senior citizens and taught small poor children who could not afford studies.

- ☐ Many Certificates in creative Competitions held in school for drawing, choir, hand writing and other creative heads.
- ☐ Participated in many charity programs held in society.

LANGUAGES

- ☐ Proficient in spoken and written English, Hindi and Beginners level French.

HOBBIES

- ☐ Travelling, singing and listening to music.
- ☐ Taking part in social work.
- ☐ Painting.

PERSONAL DETAILS

Father's Name : Mr. Narender Gupta
Mother's Name : Mrs. Kavita Gupta
Date of Birth : 18th October, 1991

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(GARIMA GUPTA)