

🔀 richasri1998@gmail.com

9140595723

P Bharat nagar Sitapur road Luckno w Landmark - yogita Montessori sc hool

SKILLS

- 1) A great grasp of grammar
- 2) The capability to correct capitalisation errors
- 3) A penchant to proofread for proper punctuation
- 4) Superb spelling smarts
- 5) Finesse with fixing formatting fumbles
- 6) Refined research ability
- 7) Competence with computers
- 8) Capacity to concentrate for a long time
- 9) Keen attention to detail
- 10) A love of reading
- 11) Solid written communication

PERSONAL DETAILS

Date of Birth : 23/10/1998

Marital Status: Single

: Indian Nationality

OBJECTIVE

Seeking a proof reader position in your company where I can utilise my 6 +years of experience in copyediting and editing skills to ensure accuracy and quality of all written materials.

EDUCATION

High school 2012

New era girls inter college

First division with distinction in all subjects

Intermediate 2014

New era girls inter college

First division with distinction in all subjects

Graduation 2017

Lucknow University

First division

Post graduation 2019

Chhatrapati sahu ji maharaj University

First division

Bachelor in education 2023

Awadh University

First division with distinction in all subjects

ADDITIONAL QUALIFICATIONS

Advance diploma in computer knowledge

Knowledge of tally and busy

Course on computer concepts

Additional knowledge of advanced accounting

PUBLICATIONS

Proof reader

Mgs publications



EXPERIENCE

Proof reader

14/07/2017 - Till date

MGS publications Pvt Ltd



SIGNATURE

Religion : Hindu

Place : Lucknow

Richa Srivastava Lucknow

LANGUAGES

Hindi

English