



## COVER LETTER

**Gatikrushna Singh**

D34, Pravat Villa,  
Kalarahanga, Patia  
Bhubaneswar  
**9437705195**

The Manager  
Personnel & HRD

Respected,  
Sir/Madam,

I observed that, your organization can provide me a good carrier prospect and stability and I am much interested to work with such company which is highly esteemed in this field and always consider their skilled strength as their backbone.

I assure you that I will fulfill your requirement and will perform my best with utmost care, diligence and capacity.

I am enclosing my detailed Curriculum Vitae and I hope that you will allow me the opportunity to work together very soon.

Sincerely,

**Gatikrushna Singh**

## CURRICULUM-VITAE

### Gatikrushna Singh

D34, Pravat Villa, Kalarahanga

Patia, Bhubaneswar 751024

Mobile Number: - **9437705195**

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### OBJECTIVE:

- ❖ Full utilize the opportunity given to me and serve to achieve the best on behalf of the organization, by enhancing my skills and ability as on the cutting ages of the global competition and technologies keeping in view your business standard.

### TOTAL EXPERIENCE :

#### ❖ APTARA

A-28, MCIE, Mathura Road,

New Delhi-110044.

Formerly known as Techbooks.

Worked as :

**Proofreader & Copyeditor** .

Time Period- ( Jan.2014 to Jan. 2017

#### ❖ Contentra Technologies Pvt. Ltd

Sector-1 Okhla phasae -1

Working as **Proof Reader & Copyeditor**

Time Period- ( April 2010 to Oct. 2013).

#### ❖ Nuwave Esolutions Pvt.Ltd

3<sup>rd</sup> Floor, DDA building

Nehru Place Delhi

Working as **Proof Reading and Content Editing**.

Time period– ( March. 2018 to April 2021).

#### ❖ KITAB MAHAL,Cuttack

JCK Tower, Jagannath Road,

College Square,Cuttack,

Odisha 753003

Working as **Sr. Proofreader & Content writing**

Time period- ( June 2021 to till now).

#### ❖ ICare Publishers, Bhubaneswar

Maitri Vihar,

Chandrasekharpur

,Bhubaneswar

Working as **Sr. Proofreader ,Copy Editor & Content Writing**

Time period- ( June 2021 to till now).

### **EDUCATION QUALIFICATION:**

- ❖ 10<sup>TH</sup> Examination From B.O.S.E Odisha in (1998).
- ❖ +2Sc. from Govt. Science College, Chatrapur, in (1998-2000).
- ❖ Diploma In Chemical Engg. from U.C.P.E.S. Berhampur (2002-2005).
- ❖ B.sc from Kendrapara Autonomous College in (2006-2009).
- ❖ **MBA** from Modern Institute of Technology & Management, Bhubaneswar in (2021-2022).
- ❖ 1 year PGDCA Course in **ORISSA COMPUTER ACADEMY**.

### **COMPUTER PROGRAMING SKILLS**

**Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Power point.

**Operating Systems:** Winows9X, Windows2000, Windows ME, Windows XP,

**Internet :** well knowledge of Internet and webmaster (web, directory, search engine and portal sites)

### **Specification:**

As a Proof Reading and CopyEditing/Content Writing, I am responsible for Quality of Jobs, which includes template creation, preparing of sample for new businesses, my responsibility is to examine typeset proofs from manuscripts, check the editor's galleys and the zero field areas, and carry out corrections. I also check the submissions according to author's specification and instructions. Thereafter, the job is sent for finalization and after the finalization, I carry out the final tally according to markings and thereafter the final job is uploaded to the respective client. I have worked on a combination of computer-aided electronic and manual quality checking processes and proprietary tools to ensure multi layer quality control. I am also responsible for team management and process improvement.

### **PERSONAL DETAILS:**

Name	:	Gatikrushna Singh
Date of birth	:	20-06-1983
Father's Name	:	Jadumani Singh
Marital Status	:	Married
Nationality	:	Indian
Linguistic Ability	:	English, Hindi, & Odia

Hobbies : Eager to get knowledge

**DECLARATION:**

I consider myself with all the aspects of Graduation & MBA ( Marketing & HR) . I am also confident of my ability to work in a job. I have by declared that the information furnished above is true to the best of my knowledge.

**Place:** Bhubaneswar

**Date:**

**Gatikrushna Singh**