



Ayesha Shaikh

Location: Bengaluru (Open to WFO, Remote, or Hybrid)

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Professional Summary

Meticulous Proofreader with over 10 years of experience in editing and reviewing English language content across academic, corporate, and digital platforms. Expert in ensuring grammatical accuracy, style consistency, and linguistic clarity. Recognized for a sharp eye for detail and a dedication to maintaining high-quality standards in written communication. Experienced in collaborating with cross-functional teams to refine content for target audiences and improve readability and engagement.

Core Competencies

With four years of experience applying the **APA Style Guide** in academic and professional documents, I specialize in formatting references, citations, headings, and overall document structure to ensure compliance with established standards. My approach prioritizes clarity and accuracy, adhering to ethical guidelines to deliver consistent, precise, and high-quality written materials.

Proficient in using **Adobe Markup tools**, I excel in conducting thorough document reviews by highlighting edits, adding detailed comments, and collaborating effectively with teams to refine content. I have successfully managed high volumes of content under tight deadlines, ensuring editorial quality without compromising accuracy.

Key skills:

- **Proofreading & Editing:** Grammar, spelling, punctuation accuracy, stylistic consistency, and syntax improvement.
- **Content Review:** Ensuring content quality assurance, brand voice compliance, and error-free publication.
- **Language Proficiency:** Advanced English skills, content structuring, and clear communication.
- **Collaboration & Communication:** Cross-functional teamwork, feedback integration, and client coordination.

- **Technical Proficiency:** Expertise in MS Office Suite, Google Workspace, Content Management Systems (CMS), and proofreading tools like **Grammarly**, **Hemingway Editor**, **QuillBot**, and **Wordtune**.
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Professional Experience

Linguistic Head & Proofreader

Physics Wallah, Bangalore

July 2022 – August 2024

- Proofread and edited high-volume content, ensuring grammatical accuracy, coherence, and alignment with brand guidelines.
- Conducted final reviews on educational materials, identifying inconsistencies, errors, and improving clarity.
- Collaborated with curriculum designers and content creators to enhance instructional language, readability, and engagement.

Freelance Proofreader & Editor

Clients: Udayy, Flipkart, Mastree

January 2021 – July 2021

- Provided proofreading services for a range of content, including web articles, marketing collateral, and academic resources.
- Enhanced the quality and readability of documents by correcting language issues, refining syntax, and ensuring a cohesive narrative.
- Delivered constructive feedback to writers, helping them improve their content development processes.

English Language Specialist | Proofreader

24/7.ai, Bangalore

December 2018 – December 2020

- Reviewed customer communication templates, training documents, and educational materials for grammar, clarity, and engagement.
- Customized language and tone to suit different audiences, ensuring effective and clear communication.
- Conducted quality checks on instructional documents to improve customer support interactions and internal communications.

English Faculty & Proofreader

Deeksha Academy, Bangalore

December 2017 – March 2018

- Proofread academic content for grammar accuracy and clarity, ensuring effective delivery of language lessons.
 - Coordinated with instructors to develop error-free teaching materials and assessments for students.
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Education & Certifications

- **Certified Learning & Development Manager (CLDM)** – Middle Earth HR University
 - **PGDBA in Human Resources** – Welingkar Institute of Management, Mumbai
 - **BA in Sociology and Anthropology** – St. Xavier's College, Mumbai
 - **HSC** – St. Xavier's College, Mumbai
 - **SSC** – St. Mary's Convent High School, Mumbai
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Professional Affiliations & Community Engagement

- **Social Service League (SSL), Xavier's College:** Advocated for educational equality through RTI awareness campaigns for underserved communities.
 - **Greenpeace:** Volunteered in environmental education and community outreach programs.
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Personal Details

- **Date of Birth:** 30th September 1988
 - **Languages:** English, Hindi, Marathi
 - **Interests:** Creative Writing, Reading, Language Analysis, Travel
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