



SUPRIYA JAIN

Book Editor

CONTACT

730-314-9701

Supriya99118@gmail.com

North-West, Delhi-110081

LANGUAGES

- English
- Hindi

SKILLS

- Microsoft Office Word
- Microsoft Excel
- Communication Skills
- Microsoft Office
- Excel
- Book Editor
- Ghost Writer
- Copywriter
- Book Formatting
- Error Checking
- Book Cover Design

HOBBIES

- Sketching & Drawing
- Art's & Craft
- Book Writing

PROFESSIONAL SUMMARY

Over 5.3 Years of IT experience and 3+ relevant experience in Financial Accounting, HR Recruitment, Book Editor. I'm a book editor who helps authors shape their manuscripts and take their writing from good to excellent by fixing grammar, punctuation, and style issues.

EDUCATION HISTORY

Masters of Arts, IGNOU Public Administration	Dec 2019 – Dec 2021
Bachelor of Arts, Delhi University Political Science Hons.	May 2015 – Aug 2018
Certificate of HR, IGNOU Human Right's	July 2019 – Dec 2019
Data Entry Operator, Rai University Public Administration	Dec 2019 – Dec 2021
GSKV, CBSE Board 12 th Class	Apr 2014 – May 2015
GSKV, CBSE Board 10 th Class	Apr 2012 – May 2013

WORK EXPERIENCE

- | | |
|--|----------------|
| Book Editor at Freelancer, DJ Publication | May 24 to Till |
|--|----------------|
- A book editor is essentially a language expert who helps writers shape their manuscripts and take their writing from good to great by correcting

PROFESSIONAL EDUCATION

- Certificate in visualization tool 'Tableau'.
- Certificate in 'Advance Google Analytics'.
- Diploma in 'Data Entry Operator' Course from Rai university.
- Diploma in 'IT for Professional' Course from NIIT Foundation.
- Diploma in 'IT Advance word and excel for professional' Course from NIIT Foundation.
- • Certificate in GST returns from Udemy.

ACHIEVEMENTS

- Received 'Best Performer' Award.
- • Received 'Employee of the Year' and 'Employee of the Month' multiple times.
- • Received certificates for 'Most Conscientious' multiple times.
- • Received appreciation certificate for "work in Covid -19" from District Magistrate.

grammar, punctuation, and style issues.

- I have experience editing more than 40 books. I am also an author, having published 7 solo books and 1 book as a co-author.

Project Coordinator, DDMA

July 2020 – Apr 2021

- Worked as a Project Coordinator for Delhi Disaster Management Authority.
- Have worked on and suggested solutions to solve disaster problems in assigned district.
- Worked on letters, drafting, mailing, noting and sanction.
- Worked on Gem Portal for purchasing products which are being utilized for multiple projects.
- Worked with program managers for planning and developing the budget.
- Worked on designing and preparing Salary sheets.
- Reviewed the budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Worked as a Team Leader and handled team of 36 members during COVID time in Surveillance HUB.
- Handled Isolation center, worked for management and documentation of patient's data during COVID isolation time.
- Have done inspections of schools, hospitals and cinema halls under DM act.

Account Executive & HR Admin

Savitri Hospital North–West Delhi

Feb 2017 – May 2020

- Worked on payroll processing, bonus, Gratuity management and leave management.
 - Worked with program and project managers to develop the organization's budget.
 - Review budget proposals for completeness, accuracy, and compliance with laws and other regulations.
 - Combine all the program and department budgets together into a consolidated organizational budget.
 - Handled Ledgers, Tax, and Vouchers, maintaining Discharge files, Daily expenses, Cash, Sales and Purchase. Handled three companies in Tally.
 - Have worked on account payable, receivable, and trial balance.
 - Salary slips generation, salary sheet preparation and Employment Card Generation.
 - Handled all joining & leaving formalities.
 - Handled corporate accounts and matching bank statements with prepared balance sheets.
-

-
- Handled PF, ESI in tally and physical challans.
 - Worked on ESIC portal and managed data for peoples on this portal.
 - Worked on multiple software – GenMED, Easysol, Tally ERP 9, Busy, Quick Book.
 - Knowledge on GST portal and TDS management.
 - Have knowledge on EPFO rules and management.
 - Worked on processing employee data, updating company policies and assisting in the hiring process.
 - Maintained employee personnel records, managing HR documents (employment records and on boarding guides) and updating internal databases.
 - Created regular reports and presentations on HR metrics.
 - Answered employee's queries about HR-related issues.
 - Assisted payroll department by providing relevant employee information (leaves of absence, sick days and work schedules).
 - Participate in HR projects and helped to organized job fair events to get new talent.
 - Was involved in Employee training & development.

DEO, Navjyoti India Foundation

Dec 2015 – Aug 2016

- Worked as data entry operator, handled Database and file management.
-