

Prabhat Kumar

Assistant Managing Editor | Biotechnology Professional

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PROFESSIONAL SUMMARY

A detail-oriented and results-driven professional with over 3.8 years of experience in editorial management, peer review processes, and quality control for academic and scientific journals. Proven expertise in copy editing, proofreading, and managing end-to-end publication workflows. Skilled in coordinating with authors, reviewers, and editors to ensure high-quality, timely publications. Proficient in MS Office tools, data management, and editorial software. A quick learner, team player, and problem-solver with a strong academic background in biotechnology.

EDUCATION

Bachelor of Technology (Biotechnology)

Institute of Engineering and Technology, Bundelkhand University

Aug 2015 – June 2019

- **Percentage (Avg):** 62.40%
- Relevant coursework: Molecular Biology, Bioprocess Engineering, Environmental Biotechnology

Intermediate (Science)

Kendriya Vidyalaya, Balrampur (CBSE)

March 2011

- **Percentage:** 61.00%
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PROFESSIONAL EXPERIENCE

Assistant Managing Editor

Pulsus Health Tech LLP, Gurugram

Sept 2021 – Present

- Manage the end-to-end editorial process for academic and scientific journals, ensuring timely and high-quality publications.
 - Serve as the primary point of contact for authors, reviewers, and editors, facilitating seamless communication and resolving queries.
 - Oversee the peer-review process, including manuscript tracking, reviewer assignments, and feedback follow-up to maintain content integrity.
 - Perform **copy editing** and **proofreading** to ensure grammatical accuracy, adherence to journal style guides, and overall clarity of manuscripts.
 - Utilize **MS Word**, **MS Excel**, and **PDF editors** to manage document review, track progress, and maintain editorial databases.
 - Demonstrate strong organizational and multitasking skills, handling multiple projects simultaneously while meeting strict deadlines.
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PROJECTS

Production of Alpha Amylase Using Isolated *Bacillus subtilis*

- Conducted experiments to produce alpha amylase using *Bacillus subtilis*, optimizing enzyme yield and activity.
- Developed skills in experimental design, data analysis, and laboratory techniques.

Production of Ethanol Using Yeast

- Identified the percentage of ethanol in various materials, including fruit waste and sugary content.
- Enhanced skills in project management, decision-making, and teamwork.

SKILLS

Editorial Skills

- Copy Editing
- Proofreading
- Peer Review Management
- Manuscript Tracking
- Style Guide Adherence
- Galley Proof Preparation
- Editorial Workflow Optimization

Technical Skills

- **Programming Languages:** C, C++
- **Operating Systems:** Windows
- **Tools:** MS Word, MS Excel, PDF Editors

Soft Skills

- Communication
- Adaptability
- Leadership
- Decision Making
- Time Management

ACHIEVEMENTS

- **7th Rank** in the India Nationwide Biotechnology Olympiad (2008).
- **2nd Rank** in the All India Kendriya Vidyalaya Child Art Exhibition.
- **Gold Medalist** in Chess (SGFI) in 2008 and 2009.

POSITIONS OF RESPONSIBILITY

- Organized a national seminar on **Environment and Waste Management** (2019).
- Member of the **Student Excellence and Learning Program (SELP)** under TEQIP-III.

HOBBIES

- Chess, Cricket, Reading

KEY STRENGTHS

- Strong attention to detail and analytical skills.
- Excellent communication and interpersonal abilities.
- Proven ability to manage multiple tasks and meet deadlines.
- Team player with a proactive and optimistic approach.