



Ajithraj V

Senior Quality Controller



5 Years 2 Months



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Document specialists are in charge of all paper and digital files stored at the company. Many of these documents include confidential and essential company or employee information, so the document specialist makes sure they're only accessed by people



Key skills

- Content Editing
- MS Office
- Presentation
- Document Specialist
- Powerpoint Expert
- Quality Control
- Proofread



Technical Skills

- Hardware Networking
- Selenium Testing



Personal Information

City **Chennai**

Country **INDIA**



Languages

- ENGLISH
- Tamil



Profile Summary

Hello Im working for proofreader position in financial and publishing industry. My company is toppan Merrill technology pvt ltd Guindy Chennai. My work is us client give some our company financial shares documents and we teams checking for content read and documents style.



Education

BCA, 2017

Thiruvalluvar University

12th, 2014

Tamil Nadu, Tamil

10th, 2012

Tamil Nadu, Tamil



Work Experience

Jan 2019 - Apr 2024

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Toppan Merrill

It's financial shares documents checking for content and style checking for US citizens client We have document process of creating, storing, organizing, and sharing documents in a digital format. We handle various types of documents, We have checking for document quality and working for PDF to HTML and power point document. We working for Quality Checking for all documents therefore content checking and style checking and content editing also 100??? quality checking then final check and proofread. We finished then send the document for client.

