

SOURAV MAITY

Kota, Chandrakona, Rajganga, Pashim Medenipur, 721201

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B. A., from chandrakona Vidyasagar University, Medenipure, india [2009]

Professional Synopsis

Cenveo publisher Services, Delhi (book & journal Unit), India

Specialist Proofreader (Quality team) (January 2011-May 2012)

Key Responsibilities:

1. Responsible for the final print
2. Random Quality check for dispatched articles
3. Responsible for overall Quality
4. Mentoring newcomers

Aptara (Techbook), Delhi (Journal Unit), India

As a QC from (May 2012-March 2013)

Key Responsibilities:

1. Analyzing articles, for its content quality and requirements
2. Reviewing of quality control and copyediting quality
3. Troubleshooting any issues during the project cycle
4. Ensuring overall quality standers are met throughout the process

Crest Premedia Solution Pvt. Ltd., Pune (Journal Unit), India

Senior Reviewer Grade III, (QC Team) (April 2013-Oct. 2015)

Key Responsibilities:

1. Edit articles for quality correctness and style consistency
2. Collaborated with team in editing and designing the layout
3. Worked with many reputed international clients and understand their requirements
4. Alert supervisor and document authors immediately if significant problems are found during review

Cenveo publisher Services, Mumbai (Journal Unit), India

Senior Associate Grade III (QC Team) (Oct. 2015-Oct. 2022)

Key Responsibilities:

1. Full responsibility with concentrate on all project
2. Meet the quality level and productivity level across all documents
3. Sometime trained to fresher.

Basiz Fund Service, Mumbai (Financial Department), India
TL (Proof Reading) (Nov. 2022-Still Date)

Key Responsibilities:

1. Ensure to zero errors as per client specification and guideline of all fund.
2. Lead and motivate the team.
3. Need to ensure delivered job before the TAT.

Project Details

1. Worked with Books: RPK, John & Willy
2. Worked with Journals: AIP, APS, Springer, IEEE
3. Present Project: EGP, ASCE, APA, ASM, AMS, CSP, ASCE, ZNS, and also.....

Skills

Professional:

Review of manuscript ♦ Review of copyedited manuscript ♦ Reporting & Documentation

Personal:

Excellent Presentation skill ♦ Good communication skill ♦ Dedication for work

Computer Skill

Proficient in MS Office ♦ Adobe Acrobat Pro

Hobbies

Listing music ♦ Reading ♦ Cricket

Personal Details

Date of birth: 2th April 1987

Marital Status: Married

Language Known: English, Hindi, and Bengali

I hereby certify that the information contained herein is true and correct to the best of my knowledge, information and belief.

Sourav Maity

Date:

Present address:

Nalasopara (W)

PIN-401203