

Saritha Sandi

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CAREER OBJECTIVE

Aim to be placed in a challenging organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be a part of team dynamically works towards growth of organization thereof.

TECHNICAL SKILLS

- HTML, Basics of XML.
- Windows.
- MS Office, Adobe Reader, In-house style guide.

PROFESSIONAL EXPERIENCE

Organization: **Macmillan Publishing Services Limited, Bangalore.**

Designation : **Associate (Technical Editor)**

Duration: **Nov 2017 to June 2022.**

Roles and Responsibilities:

- To check the manuscript with typesetter proof and marks if there is any discrepancy
- Communicate with copy editors, Paginators in production and scanning as needed to meet deadlines and facilitate the smooth operation of the journal via emails.
- Co-ordinate with Operation team in the production and meet the customer requirement Responsible for obtaining and improving material for publication according to DTD (Document Type Definition) versions.
- Involve in proofreading deliverables to check basic spelling, typographical and grammatical errors in addition to undertaking significant rewriting to improve the overall language quality.
- To check Images and image numbering, equations and table numbering for the articles.
- To compare original author document with the typeset version of copy to identify and mark-up missing data and errors using standard Proof readers marks.
- To compare and cross check with author marked up documents against the typeset file to ensure corrections are carried out.
- Ensure that content meets the company or clients needs and follows our in-house style guide.

Organization: **Daily hunt (Formerly Verse Innovation pvt ltd), Bangalore.**

Designation : **Associate**

Duration: **May 2015 to June 2016.**

Roles and Responsibilities:

Daily hunt is India's favorite news & eBooks application .Core technology works to display 12 languages on all mobile platforms across 5000+ phones. Delivery engine optimizes data transfer to suit 2G and 3G data speeds. Largest Collection of Indian language newspapers & eBooks, with chapter based magazines & e-books singles.

EDUCATION QUALIFICATION

- **SV University**, Tirupathi – **78%**
MCA (2009-2012)
- **SV University**, Tirupathi – **78%**
B.Sc. (2006-2009)

PERSONAL PROFILE

- Date of Birth: **04/04/1990**
- Father's Name: **Sandi Srinivasulu**
- Sex: **Female**
- Marital Status: **Single**
- Languages Known: **English, Telugu & Kannada.**

DECLARATION

I here by declare that the above information is true and correct to the best of my knowledge and belief.

Place: NELLORE

Date: