Chandrashekara B R

Over 19+ years of experience in e-publishing industry with an experience of XML-technologies, Editing, proof-reading, team/project leading, project management and client coordination. Currently working at KGL, Chennai, as Sr. Account coordinator (WFH).

GET IN CONTACT

Mobile: +91-8971236864
Email: chandu_br@hotmail.com

PERSONAL DETAILS

- Total Experience: 19+ Years
- Current Location: Bengaluru
- Date of Birth: May 03, 1977
- Gender: Male
- Marital Status: Married

SKILLS

- Project Management
- Team Leading
- Project Leading
- Account Coordination
- Client Coordination
- XML/HTML Data Conversion
- Proof Reading
- Editing

TECHNICAL SKILLS

- XML, HTML
- EPUB2, CSS
- VLOOKUP, HLOOKUP
- Pivot Table
- Xmetal, Altova XmlSpy, Oxygen, and Ultraedit XML Editor
- Notepad++
- Microsoft Office Suite
- Open Office
- OCR – Abbyy FineReader
- Adobe Acrobat Professional
- FTP
- JIRA
- Skype
- Team Viewer

PROFILE SUMMARY

Dedicated E-Publishing professional with 19+ years of experience in this industry. Expertise in XML, HTML conversion process, ePub2, Editing, proofreading, team/project handling, Project management and client coordination. Familiar with different types of DTD/XSD's, XML Editing tools (Xmetal, Altova XmlSpy, Ultraedit and Oxygen), Adobe Acrobat Professional, OCR, JIRA, FTP, MS Office, and Open Office. Looking forward to working in a highly motivating, challenging, and creative environment where I can contribute my knowledge and enrich my professional skills. I wish to be associated with your esteemed organization and contribute my best to the goals of your organization

EDUCATION HISTORY

Post Graduation

Course: M.Sc (Biotechnology)
College: Bangalore University
Year of Passing: 2002
Grade: 60%

Graduation

Course: B.Sc (CBZ)
College: Bangalore University
Year of Passing: 1999
Grade: 58%

COURSES & CERTIFICATIONS

Six Sigma Green Belt

LANGUAGES KNOWN

- English
- Kannada
- Hindi
- Telugu

WORK EXPERIENCE

From December 2014 to Present

(1) Sr. Account Coordinator at KGL, Chennai (Working from Home)

Knowledge Global Ltd (KGL) is a wholly owned subsidiary of KGL Inc. headquarters in Stamford, USA. KGL, as a company, has been providing services to the publishing industry for more than 100 years now. It is a global full-service partner with Cadmus Communications, KGL, and Glyph to provide publishing services to professional publishers, not-for-profit societies, and corporations. The KGL Publisher Services team is based at three locations in India: Chennai, Mumbai, and Noida. It's working as a consolidated team to provide typesetting, editorial, e publishing, e-learning, content management, and data management services to scientific, technical, medical (STM) & educational Journals, magazines & book publishers.

RESPONSIBILITIES

Client Coordination:

- Client coordination and production coordination.
- Day-to-day input data and delivery data report management for Oxford University Press Journals.
- Download input data and forward the process information to the production team and team leader.
- Ensure client all priorities/escalations/data are shared with the production teams/management on time and well-informed.
- Verifying completeness of the received inputs and communicating with the client for any discrepancies.
- Get a resolution for all production-related queries.
- Tracking/prioritizing received Author/Production Editor corrections and ensuring timely delivery of the corrected proofs to the Production Editor.
- Analysing each issue, in different stages of production, following up with different sites, and escalating issues.
- Monitor Issue/Printer schedule, and complaints (internal and external).
- Timely response to client/production e-mails and make sure the in-time delivery of Issues and print files.
- Update the Journals/articles status to the client and internal project manager.
- Upload completed data to the client via mail, FTP, and MIS.
- Vendor management.
- MIS report management.

Project Management:

- Communicate between the client and the production team to process the sample files for new journals.
- Set up journal-specific workflow in the electronic proofing system.
- Generate the DOI XML signal file and upload it to the client server.
- Communicate with the PE/author and get query resolutions for the files to be processed.
- Get it done the author/PE corrections and upload the revised files.
- Get it done the issue files as per the received issue order and upload the paginated issue and corrected the issue.
- Get it done the printer files after the issue approval and upload the print files to the printer's pre-press portal or the FTP site.
- Create, track, and get it done hardware, software, and production-related issues using JIRA

XML Process:

- Accepted Manuscripts Process: Create XML from Word files, code, and QC the converted XML.
- Quality checking of Corrected proofs(revises), Print XML(Final Issue).
- Schematic validation XML files using internal validation tools as well as the client's Probity validation tool.
- Ingestion of Final package (XML, PDF, Graphic, and Supplementary files) to ATLAS site (Alfresco content repository share site) through FTP.
- Preview and publish the uploaded the files at ZIPLINE site.

From June 2013 to October 2014

(2) Project Leader at MyShore IT Solutions, Mysore

RESPONSIBILITIES

- Leading XML/HTML/Math data conversion, ePub2, and data formatting teams/projects.
- Download Input data from the Client FTP server and upload the processed data to the client server.
- Manage project teams effectively and get the best out of them.
- Determine, monitor, and review all project economics, including costs, operational budgets, staffing requirements, resources, and risk.
- Facilitate the development of recommended project control solutions to be used for planning, scheduling, and tracking projects through the integration of various project management tools.
- Define project quality control and manage changes in operational plans and reporting procedures.
- Holds regular status meetings with the production team and addresses issues and suggests areas of improvement in internal processes.
- Acknowledges and appreciates each team member's contributions.
- Coordinate between clients, senior managers, and production teams. Resolve project issues as a primary point of contact.
- Create and manage weekly or daily status reports and sharing with customers.
- Communicates effectively with clients to identify needs to be done and evaluate alternative technical solutions.
- Consistently delivers high-quality services to our clients.
- Coordinate with the HR team to hire people and organize the teams as per the project requirement.
- Provide information on % project completion, Quality analysis, and Defect Density to the senior managers.

From November 2006 to May 2013

(3) e-Content Group Lead at Shiv e-publishing technologies, Bengaluru

RESPONSIBILITIES

- Effective management of STM and Legal books and journals data extraction, conversion, and migration process from initiation to project closure and review.
- Coordinate with management for resource requirements to complete the project on schedule.
- Analysis of diverse content to convert into XML/SGML/HTML data format.

- ➢ Analyse project Specifications, and create and update Word macros and Templates. Coordinate with the development team for process automation and updates.
- ➢ Define an XML/SGML/HTML conversion/migration/integration, Text tagging, and eBook generation process and train new employees.
- ➢ Tracks all queries/updates related to the project process.
- ➢ Preparing project Specifications for XSL Style sheet, FrameMaker, and InDesign projects, and final PDF output Quality checking.
- ➢ Define project processes and quality control checklist.
- ➢ Data cleaning, categorizing, organizing, coding, and validation against the DTD/XSD.
- ➢ Quality analysis of Text tagging (Classification of text by ASCII/HTML tags) and XML, HTML, and SGML-coded documents, according to the Project specifications. Quality analysis of final PDF proofs and images.
- ➢ XML/XLS/PDF/word data collation as per the data Category and upload it to client Database/FTP.
- ➢ Data Migration: Input and target elements mapping, data cleaning, testing, data validation against the target DTD/XSD, removal of duplicate data, migrating structured XML data to the target Folders/Subfolders, and uploading to the client FTP Server.
- ➢ Define and automate the data migration project process with the help of the development team.
- ➢ Creation of eBooks (ePub2).
- ➢ Data extraction, conversion using OCR software, and searchable PDF generation.
- ➢ Commenting, reviewing, and correcting Adobe Acrobat PDF files.
- ➢ Dispatch QA-validated documents (coded and PDF documents) along with queries within the due date.

From April 2004 to November 2006

(4) Technical Editor at Macmillan Publisher Ltd, Bengaluru

RESPONSIBILITIES

- ➢ Proofread and Edit the copy edited proof of scientific research documents, according to the Elsevier Science Journal styles and specifications.
- ➢ Get it done the XML/SGML, Graphics, Pagination corrections and author corrections.
- ➢ Coordinate between the customer and other departments (Software, Template, Copy editing, XML and SGML-coding, Graphics, Pagination, and Quality control).
- ➢ Get a query resolution for the project process.
- ➢ Supervise the STM Journals quality according to the customers Project styles and specifications.
- ➢ Dispatch the QA validated web and print-PDF proof of the scientific research data along with queries within the due date.