RESUME

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Suresh Kumar. J

Objective

To pursue a responsible and challenging career in a growing organization where I can contribute my skills to the growth of the organization and improve my skills simultaneously.

Experience

2017 Nov to Till	**Spi Technologies**	**Pondicherry**
Sr. Executive-Quality Control		
2012 June to 2017 August	**Jouve India**	**Pondicherry**
Pre & Post Production Specialist		
2010 June to 2012 May	**Integra India**	**Pondicherry**
Final QA		
2009 Feb to 2010 May	**TnQ Books and Journals**	**Chennai**
Technical Editor		
2007 Feb to 2009 Jan	**Spi Technologies**	**Pondicherry**
Executive-Proof Reader		

Customers Handled in STM and ACADEMICS Projects

CENGAGE (END TO END SERVICE) US, UK

WILEY – INDIA (END TO END SERVICE)

CUP – INDIA CUP – UK

SPRINGER Norwell, Heidelberg, Dordrecht. Newyork

SAGE BERG

OUP – INDIA OUP-UK

PENGUIN US & UK

Roles and Responsibilities

- Creating standard checklists and customer wise checklists.
- Train the persons for standard Quality control and cross train them customer wise.
- Mentoring workers engaged in Quality Control and in Pagination.
- Formulate basic layout design or presentation approach and specify material details, such as style and size of type, photographs, and graphics.
- Review and approve copy materials, and proofs.
- Manage own accounts and projects, working within budget and scheduling requirements.
- Confer with Subordinates to discuss client requirements and presentation concepts and to coordinate creative activities.
- Present final layouts to clients for approval.
- Hire, train, and direct staff members who develop design concepts into prepare layouts for printing.
- Work with creative Template developers to develop designs and solutions.
- Review illustrative material to determine if it conforms to standards and specifications.

- Mark up, paste, and complete layouts and write typography instructions to prepare materials for typesetting or printing.
- Guiding, directing, and motivating subordinates
- Judging the qualities of things, services, or people
- Organizing, planning, and prioritizing work
- Establishing and maintaining interpersonal relationships
- Communicating with supervisors, peers, or subordinates
- Communicating with persons who can do freelancing and outsourcing
- Decision making, creative thinking and problem solving
- Updating and using relevant knowledge
- Identifying objects, actions, and events
- Interacting with Customers
- Estimating the quantifiable characteristics of products.
- Coordinating the work and activities of others
- Set page layout or composition
- Communicate visually or verbally
- Assign work to staff or employees
- Consult with customers concerning needs
- Make presentations
- Confer with other departmental heads to coordinate activities
- Schedule work to meet deadlines
- Approve product design or changes

Achievements

- Handled more than 50 Customers.
- Participated in Debate and Poem writing competition conducted by Integra India, and won the First Prize in both events.

Education Qualification

BBA: ANNAMALAI UNIVERSITY 2003—2006 with 55%

Higher Secondary: PRIVATE 2001—2003 with 50%

SSLC: GOVERNMENT HIGH SCHOOL MURUNGAPAKKEM 2000--2001 with 66%.

Personal Details

Name	: J. Suresh Kumar
Father's Name	: Mr. V. Jayachandiren
Mothers Name	: Mrs. J. Tamilarasi
Date of Birth	: July 31, 1985
Mother Tongue	: Tamil
Present Address	: No. 161 Palai St, Priyadarsini nagar, Nainarmandabam, Pondicherry 604 005
Languages Known	: Tamil, English, & Hindi
Contact No. and Mail ID	: 8870835626**: sureshkumaran1985@gmail.com**

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Pondicherry.

Date : 17-May-2022