

# Anubhav Singh

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## **Objective:**

I am an innovative Assistant Managing Editor with expertise in the publishing industry, possessing over 1.7 years of advancing experience in various publishing services. I have demonstrated my capability to merge creativity, resourcefulness, and leadership qualities to promote new projects, editorial board, and train newcomers on publication-related matters. I am eager to work in an inspiring and demanding setting, establishing professional connections with researchers. Seeking a challenging position where I can contribute my expertise in managing editorial processes and driving team success.

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## **Employment History**

### **Assistant Managing Editor at Pulsus Healthtech LLP.**

FEBRUARY 2022 - PRESENT

I'm working as an Assistant Managing Editor (AME) at Pulsus Healthtech LLP, Gurugram.

- Managed a team of reviewers and editors, overseeing the creation and publication of high-quality content.
  - Worked closely with the editorial board members, authors and reviewers to ensure that all publications met the highest standards of accuracy and readability.
  - Collaborated and communicate with authors, editors, and researchers to develop engaging and informative content.
  - Managed deadlines and ensured that all publications were delivered on time.
  - Edited and proofread manuscripts for grammatical errors, typos, and other errors.
  - Manage the peer review process, which involves coordinating with reviewers, editors and authors.
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## **Skills**

- Computer Skills
- Effective Time Management
- Leadership

- Ability to Work in a Team
  - Communication Skills
  - Positive Attitude
  - Confidence
  - Editorial Coordination
  - MS Office
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## **Educational Qualification**

### **Bachelor of Technology (Biotechnology)**

2018 – 2022

I have successfully completed my Bachelor of Technology (B.Tech) degree in the field of Biotechnology from Shri Ramswaroop Memorial University, situated in Lucknow.

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## **Declaration**

I hereby declare that the above information furnished is correct to the best of my knowledge.