

# Ekta Kumar

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## **Career Objective:**

Seeking an opportunity to utilize my knowledge, skills, and abilities in the organization with a competitive environment, true professional to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible.

## **Education:**

- Master of Science in Pharmaceutical chemistry from (2015-2017) from HNBGU, Uttarakhand.
- Bachelor of Science in Chemistry, Botany, Zoology (2012-2015) from HNBGU, Uttarakhand.
- Intermediate from ISC Board in Physics, Chemistry and Biology (2012).
- High School from ICSE Board (2010).

## **Work Experience:**

Total work experience is 3 years 6 months.

**SAGE Publishing**, Dehradun— Associate Content Manager |  
Department: Global Services- Journals

December 2023 - PRESENT

- Takes responsibility for the publication of an assigned list of journals.
- Ensures individual articles are completed by suppliers to agreed turnaround times and quality.
- Advises journal editors, board members and contributors, referring queries elsewhere in SAGE  
as necessary, in order to maintain healthy working relationships with external partners.

- Appraises the quality of work carried out by suppliers and reports to senior management.
- Advises supplier managers on the services required by particular journals (e.g., turnaround time or specialist editing).
- Resolves queries with support and acts as an escalation point from the supplier.
- Creates and embeds continuous improvement and new metadata requirements as required, liaising with Editorial, IT and operating within a lean framework.
- Keeps manager and internal publishing editor informed of any developments affecting scheduling, relationships, or budgeting, and liaises with other departments as required.
- Liaises with commercial sales to ensure timely publication of supplements and advertising with revenue negotiated by commercial sales.
- Takes responsibility for quality of metadata accompanying articles, as required by the business

## MPS Limited, Dehradun, Uttarakhand — Project Manager | Department: Project Management | Client: Wiley (Production Editor )

January 2022 - November 2023

- Leading project planning sessions and ensuring projects meet deadlines.
- Coordinate with the editorial team and editors for better efficiency.
- Managing relationships with clients and internal and external stakeholders.
- Resolve client related and author queries in a timely manner.
- Taking action on daily reports and updating stakeholders.
- Issue preparations and compilations as per journal's frequency.
- Meet TAT with quality. Oversee, review and proofread articles/issues before final publication.
- Invoice preparations for published issues and color figures.
- Special articles publication like Corrigendum, Erratum and Retractions.
- Chase authors and internal/external teams to submit assignments on time to avoid unnecessary delay in the final delivery.
- Working on Manuscript handling platforms (JPCMS, JQA, and Track Manuscript)

## **Cipla, Indore — Quality Control Department**

September 2017 - December 2017

## **Rusan Pharma, Dehradun — Quality Assurance Department**

March 2018 - January 2019

### **Achievements:**

- Silver Medallist in M.Sc.
- Participated in “National Symposium On Perspective On Research In Science & Health Care” organized by SBSPGI, Dehradun.
- Participated in “Hands on Training in the discipline Applied Chemistry” organized by SBSPGI, Dehradun.
- Participated in an event “Engaging Youth India” organized by Uttarakhand Gov. in Dehradun, Uttarakhand.
- Participated in “15<sup>th</sup> Symposium on Phytochemistry And Ayurveda: Potential And Prospects

### **Interpersonal Skills:**

- Passionate and quick learner
- Deliver work before deadline
- Optimistic behavior and positive attitude
- Quite good to retain the clients
- Train and help new employees improve performance
- Willing to take up additional responsibilities

### **Hobbies:**

- Reading novels
- Listening Music
- Visiting new places
- Gardening