**Curriculum Vitae**

**TASHI CHATURVEDI**

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India

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**CAREER SNAPSHOT**

Hardworking, deadline-driven, creative and experienced proofreader and editor seeking editor position with your esteemed organization. I am keen to apply eye-for-detail, knowledge of editing skills, and five years of experience towards dynamic new role.

**ACHIEVEMENTS:**

* A flash fiction piece **‘A Haunting Nightmare’** got shortlisted in the **‘Eyelands First international Flash Fiction Competition – 2018’** and published in an anthology.
* A story got shortlisted in the **‘Six Word Wonder Contest – 2021’** and published in paperback, hardback and kindle version. **It is a bestseller across Short Stories, Anthologies, and Poetry on Amazon.**

**EDITING COURSE:**

* A certificate course in editing and proofreading by the Seagull School of Publishing, Kolkata, completed in March 2023.
* Completed a 4 month online comprehensive editing course “Your Editing Career Launched 2.0” conducted by “Capstone Editing, Australia”.

**ACADEMIC SYNOPSIS:**

* Post-Graduation: [2005] Completed Master of Business Administration (MBA) from Sahara Arts and management Academy, Lucknow.
* Graduation: [2003] Completed Bachelor of Arts (BA) from Lucknow University.
* Intermediate: [2000] From Lamartiniere Girls’ College, Lucknow.
* Matriculation: [1998] From Lamartiniere Girls’ College, Lucknow.

**PROFESSIONAL EXPERIENCE:**

Company Name: Ascezen Consulting Private Limited

Profile: Content Writer and Editor

Duration: From January 2015 – August 2020.

Roles & Responsibilities:

* Proofread, edited, and evaluated to verify different writing materials aligned with established guidelines (grammar, punctuation, spelling and syntax).
* Responsible for proper fact-checking and research
* Provided concise and constructive feedback to writers.
* Reviewed articles for accuracy, formatting and consistency.
* Adherence to style guides such as APA, MLA and Chicago.
* Proficiency in editing software such as MS Word and Adobe Acrobat.
* Working on tasks assigned by the management from time to time.

Company Name: Tata Consultancy Services

Profile: HR Executive

Duration: From December 2010 – December 2014.

Roles & Responsibilities:

* Posting job openings on job portals, carefully framing job description, specification and key words to ensure useful responses.
* Screening of resumes from databank, job portals, referrals etc., scheduling & interviewing candidates, discussing offer & issuing offer letter, making of salary fitment and handling joining formalities.
* Generating & issuing the offer letter to the selected candidates.
* Following up with the offered candidates and bringing them on-board.
* Preparing appointment letter, official id & sending necessary mails regarding new employee to different departments.
* Redressing of employee grievances related to leave, attendance, appraisals etc.
* Taking HR Exit interviews.

Company Name: Magma Fincorp Limited

Profile: HR Executive (Generalist)

Duration: October 2007 – October 2010

Roles & Responsibilities

* Responsible for handling the end-to-end recruitment right from sourcing the candidates, taking interviews, doing their on-boarding, background verification and maintaining their database.
* Prepare the JDs and KRAs, joining kit and questions for exit interview and interview assessment sheet.
* Handled the employee grievances.
* Maintained the recruitment databases and updated the attendance tracker on daily basis.

**Company Name: Tally Solutions Private Limited**

**Profile: Placement Executive**

**Duration: November 2005 – September 2010**

**Roles & Responsibilities**

* To obtain employment opportunities for students in tally academies.
* To counsel, prepare, and enhance hiring potential of students into the job market.
* To assist in the placement of students.

**PERSONAL DETAILS:**

**Date of Birth :** 18th November 1982

**Father’s Name:** Late Ajai Chaturvedi

**Hobbies :**  Reading books, listening to music

Yours Faithfully,

**(Tashi Chaturvedi)**