**RESUME**

**Chandni Dwivedi Shukla**

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**Contact no.** - 9650135800

**CAREER OBJECTIVE:**

Seeking a role in the field of content writing, editing, or marketing communication in a professional organization.

**Working with Lumina Datamatics Ltd, Noida, since Aug 2017-till date (7 years)**

* **As Indexer, for back-of-the book index, since Jan 2019-till date (5 years 6 months).**

-responsible for creating the index for Humanities and STEM books.

-handled indices for leading publishers, such as: Cengage, John Wiley,

MacMillan.

-proof reading, page updation and quality control.

\*Received a Merit Award for quality work performance.

* **Worked as Writer - Indexing and Abstraction from Aug 2017 – Dec 2018 (1 year 4 months), at Lumina Datamatics.**

**Job Profile:**

- Writing abstracts & summaries of scientific and general articles to make

them comprehensible for a layman.

- Indexing and creating a list of important keywords to improve

researchability of articles.

- Quality control and editing of abstracts.

**KEY SKILLS & QUALITATIVE APTITUDE:**

* Excellent English grammar.
* Good writing skills, strong focus on quality and an eye for detail.
* Diligent and good team player.

**Previous Work Experience: 4 years in recruitment**

Worked as HR executive with 4 companies- Neerinfo Solutions Pvt. Ltd., Noida, Pacific I.T. Consulting Pvt. Ltd., Noida, Orane Consulting Pvt. Ltd., Noida, and Integrated Personnel Services Pvt. Ltd., Pune.

**EDUCATIONAL QUALIFICATIONS:**

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| Course | School/College | University /Board | Year of  Passing | Marks in % |
| M.B.A  (HR) | Institute of Business Management & Research (IBMR), Pune | Pune University | 2007-09 | 62 % |
| B. Com | Symbiosis Society’s College of Arts and Commerce, Pune | Pune University | 2002-05 | 69 % |
| XII | Army Public School, Pune | CBSE | 2001-02 | 81% |
| X | Apeejay School, Jalandhar | CBSE | 1999-2000 | 75 % |

**PERSONAL INFORMATION:**

**Date of birth:** 5 Nov, 83

**Gender:** Female

**Father’s Name:** Brig. (Retd) Vyomkesh Dwivedi

**Permanent Address:**  Lucknow, U.P.

**Marital Status:** Married

**Languages Known:** English, Hindi, German (Beginner)

**Nationality:** Indian

**Hobbies/interests:** Reading, travelling, yoga

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