## RESUME

**PREETI SRIVASTAVA**

Rajendra nagar,

Lucknow-226004

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***CAREER OBJECTIVE***

To have a dynamic career in teaching which gives me a chance to grow economically and psychologically by exercising knowledge and abilities and utilizing maximum of my qualities and potentials in the best interest of the ever changing technological scenario and to play vital role for the growth of the organization and grow with it.

***PROFESSIONAL* *QUALIFICATION***

**B.Ed** 2 years certificate course (2016-2018) in regular mode from CIMS(College of Innovative Management and Science), Vipul khand, Gomti nagar, affiliated to Lucknow University and approved by AICTE.

PG Diploma in **Mass Communication and Journalism** (distance learning) from LBS Institute,Hazratganj,Lucknow, Recognized by Rajendra Prasad institute of management,Mumbai in the year 2011

***SPECIFICATIONS***

* **Bilingual**; command on both hindi and English languages
* **Proofreading** in both languages
* **Copyediting** in both the languages
* **Translation** in both the languages
* Writing **poetry** and has written many poetries
* Writing of **Preface** ; Introductory essay on behalf of author.
* **Guiding** author and designer for **Pictures**,Graphic Designing and Illustration
* **Communicate** to the author, editorial staff and publisher systematically regarding the work, and finish the assigned work under proper guidance and agreement.
* Work with deadlines provided

***ACHIEVEMENTS***

***Best freelancer award from*** THAKUR PUBLICATIONS on 2nd nov 2018

***WORK EXPERIENCE***

* Currently working in **Pratibha press and Multimedia** as a proofreader and design coordinator
* **FREELANCER:** MAXWELL PRESS, proofreading booklets in english and hindi both.
* **FREELANCER:** RIVERS PUBLICATION, Indra nagar ,lucknow

proofreader and copyeditor for authors unpublished stories,autobiography,poetry,etc., in hindi and English both.

* **FREELANCER:** Currently working in MB PUBLICATION, gujarat

Translation of author printed copy*.*

* **FREELANCER:** 2 years (june 2019-may 2021 )in ONLINEGATHA :An Online book publishing house

proofreader and copyeditor for authors unpublished stories,autobiography,poetry,etc., in hindi and English both.

* **FREELANCER:** 5 years (june 2015- jan 2020) in THAKUR PUBLICATIONS PVT. LTD., Jankipuram,Lucknow.

Proof reading and reviewing of MBA and B. Ed books of various universities.

* 3 Years ( 3 May,2012 - 9April,2015) worked in EASTERN BOOK PUBLICATION PVT. LTD :law publishers as Publication Assistant in Editorial, located in Alambagh,Lucknow.

Editing and Searching Citations of Supreme Court Cases to be published in EBC’s SCC volumes(journal) and SCC Digest and handling citations work of other projects takeover by this company.

* 2 Years (2010-2012) Translation and Proof Reading**:** Academic Books in Vision Publication(Now ACEVision), Sector D, Aliganj,Lucknow.
* 3 Years (2008-2010) Translation and Proof Reading**:** Law Books of Butterworth Lexis&Nexis Wadhwa& Co.,Nagpur in Manas Assosciates (Franchisee) Udayganj,Lucknow.

Projects handled under this company**:** Ratanlal & dheerajlal’s IPC, CPC, CrPC, Law of Evidence, A.Ramanathan Iyer’s Law Lexicon and Durgadas Basu Shorter Constitution of India.

* 4 mth (2010)as a Trainee Reporter in Dainik Jagran,Meerabai Marg,Lko.

***ACADEMIC QUALIFICATION***

* B.A. (Psychology, English)from Lucknow University.
* Intermediate passed from U.P. Board.
* High school passed from U.P. Board.

***IT SKILLS***

Advance diploma in computer application (ADCA) from Infozone Computer,14-A*,* Hewitt road*,* Lucknow*.*

***STRENGTH & ATTRIBUTES***

* Good Communication and interaction skills and Self Motivated.
* Keenness to learn new things.
* Ability to interact with people and motivate them.
* To keep update myself with every kind of knowledge.
* Helping and supporting people in every kind.
* Can work under extreme pressure.
* Seeks every sort of opportunity if it avails.
* An Ecofreak

***PERSONAL DETAILS***

Name : Preeti Srivastava

Husband’s Name : Nityanand Srivastava

Sex : Female

Marital Status : Married

Languages Known : Hindi,English

Hobbies : Reading,Sketching,Writing Poems,recycling and pycling waste, To aware people about our environment

I hereby declare that the above-furnished information is true to the best of my knowledge

& belief .

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**Place**: LUCKNOW PREETI SRIVASTAVA