



SUMMARY

Innovative and results-driven professional with 2+ years of experience in financial data management. Skilled in market research, data analysis, and customer segmentation, leveraging insights to drive strategic decision-making. Excellent communication and leadership abilities, adept at collaborating with cross-functional teams and managing projects from concept to completion. Seeking to leverage my expertise in financial strategy and contribute to the growth and success of a dynamic organization.

PROFESSIONAL EXPERIENCE

RESEARCH EDITOR

EarningsScript Pvt. Ltd. | 2022 - Present

Business Transcription: -Ensure assigned unedited transcripts are reviewed with the audio and every major, minor, grammatical, & immaterial error is rectified as per verbatim. The Corrected transcripts are to be completed with a minimum quality benchmark which is measured by an error score of 1.6 per 10 minute of audio. Edit the transcript at a TAT of 3.5x or less measured against length of the call.

Subtitle Captioning :- Captioning video files as per clinets requirement. (SRT, SCC) files. (Netflix)

Legal Transcription :- This work involves taking audio or video recordings of court hearings and turning them into a legible, properly prepared written transcript. It is not uncommon for lawyers and paralegals to review vast amounts of data when working on a case. Administrative assistants, detectives, and legal professionals can benefit from the ease of access to information legal transcription documents provide.

Law Enforcement :- The most common type of work that law enforcement transcriptionists do is transcribing audio recordings of criminal investigations, including suspect interviews and bodycam recordings from field officers. Law Enforcement transcriptionists are often exposed to sensitive information. Cases involving crimes against minors, murder, and other violent offenses are often discussed in vivid detail.

Insurance Transcription: - Insurance transcription is the act of transcribing audio content that is gathered for insurance records. There are several different kinds of audio that can be transcribed for insurance investigations.

Data Analysis

Digital Nirvana, Inc.--April 2022- August 2022

- Companies which are listed in the Stock Exchanges publish press releases for any major updates happening in the company to all the stakeholders. The releases include earnings announcements, merger, acquisitions, dividend update, merger and acquisitions etc. These types of announcements have an impact on the company's stock price based on the announcement.
- We needs to review the press release published by the company. Based on the nature of the announcement, one needs to find out whether it is a relevant or an irrelevant article. If it is a relevant article, which can be entered as a corporate event, then one needs to select the right event type in the application and update the appropriate data fields relating to the event type.
- The updated details will be displayed in the event calendar based on the event date and time to the clients. It is very important to ensure that the event data entered is error-free.

Level 2-Writer

Digital Nirvana, Inc.--July 2013 - Feburary 2014

- Edit, curate and transcribe content on a range of subjects from market news, stocks, industry, economy, and finance to business and investing.
- Review and edit contributors' articles for clarity, consistency, and relevance to investors, and publish them on the site.
- Work with contributors/SMEs to ensure they're providing users a steady stream of the highest quality, most relevant articles.
- Ensure effective content management by organizing and tagging articles so they surface with the appropriate stock tickers, sectors, and themes.
- Display strong editing and content management skills, and commitment to quality and timely deliverables.
- Gain an in-depth understanding company's content management system, working processes, and global editorial policies.
- Contribute to seamless global workflow, working in conjunction with teams.

EDUCATION

SSMRV Degree College. Bangalore University
2009-2012

BSC Computer Science(PMCS)-62%

St.Thomas Higher Sec School
2007-2009

Maths Computer -72%

St.Thomas Higher Sec School
2007-2009

Maths Computer -72%

LANGUAGES

English, Tamil, Kanada, Hindi, Malayalam,Telugu

I hereby declare you that all the above contents mentioned are true up to my knowledge.

SKILLS

- Commitment to mentoring contributors who aren't journalists by training.
 - Ability to work in a fast-paced environment, juggling multiple priorities and deadlines.
 - Superior organizational skills and obsessive attention to detail.
 - Ability to work independently, demonstrate good personal judgment, and take on increasing responsibility.
 - Fluent English.
 - Excellent communication, interpersonal, and writing skills.
 - Tech-savvy, able to support and maintain own work environment.
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Manjula.R