

## **RESUME**

### **PRAVEEN. T**

No. 13, Tansi Nagar, 17<sup>th</sup> Street,  
D-3, "SRIRAMS" Flats,  
Velachery,  
Chennai – 600 042.

Mobile: 89392 84022  
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### **Objective:**

To achieve high career growth through a continuous learning process and keep myself dynamic, competitive and to work hard with full determination and dedication to achieve organizational as well as personal goals.

### **Experience and Skills Summary:**

- Experience in Pagination, XML Tagging and OCR
- Experience in Copy Editing and Quality Control
- MS Office (AllTechZ Solutions)
- Junior Grade in Typewriting English (TNDTE)
- Programming Using C & C++ (NIIT)
- Web Designing Technology (Precision Infomatic)
- PC Hardware and Networking (Precision Infomatic)

### **Work Experience:**

#### **State Level Environment Impact Assessment Authority - TN** (September 2020 – November 2021)

Designation: Data Entry Operator (Contract)

Nature of Duty: Construction / Industry / Mining

Responsibilities:

- Scrutiny of project proposals & Preparing checklist of project proposals for SEAC Meetings
- Preparing Agenda and Minutes of the SEIAA Meetings
- Preparing Environmental Clearance and Terms of Reference letters to the Proponent

Technology used: MS Office, Google Earth

#### **Tamil Nadu Pollution Control Board** (July 2017 – November 2017, May 2018 – September 2020)

Designation: Assistant (Outsourcing)

Nature of Duty: Internal Audit / Pension

Responsibilities:

- Typing the correspondences and to despatch to the concerned District Offices follow up etc.
- Acting as Personal Assistant to Manager(IA), executing the works assigned by Manager(IA)
- To send and receive the emails

Technology used: MS Office

#### **Newgen KnowledgeWorks Pvt. Ltd.** (June 2015 – July 2017)

Designation: Executive – Pagination

Nature of Duty: InDesign Pagination

Responsibilities:

- Creation of master reference PDF for translation
- Creation of translation ready IDML/XML files
- Formatting to match reference PDF

Technology used: Adobe InDesign, XMetaL Author Enterprise, Adobe Acrobat Professional, MS Office

**Scientific Publishing Services Pvt. Ltd.** (March 2013 – April 2014)

Designation: Paginator

Nature of Duty: 3B2 Pagination

Responsibilities:

- Base alignment
- Equation breaking
- Table alignment
- Page layout

Technology used: Arbortext Advanced Print Publisher, Advent 3B2

**Olympus Infotech Pvt. Ltd.** (July 2011 – January 2012)

Designation: Junior Specialist – Conversion

Nature of Duty: Data Conversion

Responsibilities:

- Content tagging using XML according to the structure and format of the DTD
- Proofing and QC
- The complete XML is validated against the DTD for completeness through XML Spy

Technology used: Ultra Edit, XML Spy, ABBYY FineReader, MS Office

**Educational Qualification:**

- B.Sc. C.Sc. in the year 2011, Guru Nanak College, University of Madras
- H.S.C. in the year 2007, Alpha Matriculation Higher Secondary School
- S.S.C. in the year 2005, Alpha Matriculation Higher Secondary School

**Personal Profile:**

Name: Praveen. T  
Father's Name: R. Thiagarajan  
Date of Birth: 11.01.1990  
Marital Status: Single  
Nationality: Indian  
Languages Known: English, Tamil

**Skill Sets:**

Operating System: Windows 7, Windows 10, Mac OS X  
Application Software: Office 2007, Office 2010, Office 2013  
Technical Skills: C, C++, Java, HTML, XML, Adobe InDesign  
Project Handled: Bluetooth Technology

**Declaration:**

I do hereby confirm that the information given by me is true to the best of my knowledge and belief.

Yours Faithfully,



[Praveen. T]