CURRICULUM VITAE

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PALANIVELRAJAN. J

I aspire to excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the stakeholders both as an organization and as an individual.

Summary of Skills

- Rich Experience in the field of **e-publishing**.
- Excellent schedule management skills have faced and successfully reached prodigious targets.
- Capable of handling Typesetting titles successfully.
- Can handle queries from authors related to various typesetting areas.
- Can independently train people and equip them with all the necessary skills to deliver superior quality output.
- Can effectively manage a team of both non-technical and technical people across various platforms.
- Successfully handled Voucher Proofs, Print Ready Pdf, XML, EPUB and Archives.
- Experienced in Math Projects, Dictionaries, School and Higher Education Books, Two-color, Four-color titles and Handbooks.
- Handled clients like Elsevier, Taylor and Francis, Pearson, Manson, McGraw Hill, OUPA, Kendal Hunt, Caribbean, Cengage, Springer and John Wiley.
- Spec Preparation, Template Analyzing.
- Preparing daily reports and monthly reports (Productivity, Quality, Error Report and Feedback Report)

Managerial Skills:

- Assistant Production Manager
- Manager Quality Assurance
- Team Manager
- Assistant Quality Assurance Manager

- Quality Assurance
- Proofreader (Editorial)

Roles & Responsibilities

Assistant Production Manager
- Monitoring workflow and process for all teams.
- Tracking project wise status on schedules
- Planning, Scheduling and Execution.
- Compiling monthly operations data for all teams.
- Verifying performer wise/process wise report and error analysis report for all teams
- Preparing reports and presentations as per the ISO requirements.
- Individual and team wise performance report
- Training to all QC and paginator resource for smart working
- Define the micro level process

Quality Assurance Manager
- Monitoring workflow and process.
- Compiling monthly operations data.
- Verifying performer wise/process wise report and error analysis report.
- Tracking project wise status on schedules/rounds of corrections from customer.
- Preparing reports and presentations as per the ISO requirements.
- Interaction with Developers, Team members and client for requirement clarifications.
- Involved in Reviewing and Executing of the Test scenarios and Test cases.

Team Size: 15 (Product QA 13, XML QA 3)
Reporting: GM(Operation) and VPs

Team Manager
- Planning and Scheduling.
- Allocating Jobs per the priority of the projects.
- Conducting training for the team members based on their performance reports.
- Compiling performer wise/process wise error analysis report.
- Tracking project wise status on schedules/rounds of corrections from client.
- Preparing reports as per the ISO requirements.
- Handled clients like CUP, Elsevier, Taylor and Francis, Pearson, Manson, McGraw Hill, OUPA, Kendal Hunt, Caribbean, Cengage, Springer and John Wiley.

Team Size: 32   (Paginator 15, Quality Controller 17)
Reporting: Production Manager

Assistant Quality Manager
- Planning and Scheduling.
- Allocating Jobs per the priority of the projects.
- Conducting training for the team members based on their performance reports.
- Handled clients like Elsevier, Taylor and Francis, Pearson, Manson, McGraw Hill, OUPA, Kendal Hunt, Caribbean, Springer.
- Tracking project wise status on schedules/rounds of corrections from client.
- Preparing reports as per the ISO requirements.

Team Size: 40 (Quality Controller)
Reporting: Quality Manager

Quality Assurance
- Checking the quality of the proofs per the client specifications.
- Clearing technical issues in the production.
- Ensuring prepress requirement and preflight report.
- Auditing the quality of proofs in production.
- Handled clients like Elsevier, Taylor and Francis, Pearson, Manson, McGraw Hill, OUPA, Kendal Hunt, Caribbean, Springer.
- Analyzing the project and creating samples.
- Sending queries to client and updating the replies.
- Coordinating with the production and helping them by clearing the doubts in styles.

Team Size: 2
Reporting: VPs

Proofreader
- Matching the contents of the proofs with the manuscript.
- Checking the proofs as per the general typesetting rules.
- Checking the styles as per the Sample and Spec.
- Checking the VGEs and GEs in the proof.
- Handling all customer revises and final
- Handled clients like Aspen and McGraw Hill
Reporting: Team Leader

Achievements:
- Performance award for 100% Attendance.
- Make Consistent Growth to the members into Team Leader, Manager and Assistant Production Manager
- Certified Internal Auditor

Academic Qualification:
M.C.A. (Master of Computer Application)
Bharathidasan University, May 2001.

Computer Skills

Operating System:	Windows XP, Windows 7 and MAC.
Designing Tools:	Microsoft Office 2000, Adobe Photoshop, Illustrator, InDesign, xeditPro and Acrobat.
Programming Languages:	C, C++ and core Java. Basic Cloud

Work Experience

S. No	Designation	Organization	Duration
1	Assistant Production Manager	DiacriTech Technologies Pvt Ltd.	June_2020 to Nov-2021
2	Manager Quality Assurance	DiacriTech Technologies Pvt Ltd.	Jan_2009 to May_2020
3	Team Manager	DiacriTech Technologies Pvt Ltd.	Jun_2007 to Dec_2008
4	Assistant Manager Quality Assurance	DiacriTech Technologies Pvt Ltd.	Sep_2006 to May_2007
5	Quality Assurance	DiacriTech Technologies Pvt Ltd.	Jun_2004 to Aug_2006
6	Proof Reader (Editorial)	S4-IND Software Pvt Ltd.	Aug_2003 to Jun_2004

Personal

Name : J. Palanivelrajan

Father's Name : N. Jayapalan

Date of Birth : 11-August-1977

Gender : Male

Martial Status : Married

Language Known : English, Tamil

Permanent Address : F2 Flower Valley,
No: 48 and 49, Balaji Street,
Vivekananda Nagar Extension, Kolathur,
Chennai
Tamil Nadu,
India,
Pin Code – 600099

Date:
Place: Chennai   (J. Palanivelrajan)