

Dinesh Kumar S

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Address for Communication: #477B, Davisdale, Ooty-643001

Objective

To work for a reputed organization with my developed skills and experience and also to be a effective team player to develop the organization and work effectively for the entire satisfaction of my superiors as well as to the customer.

Work Experience

Worked as Senior Associate Copy Editor in TNQ Technologies Pvt. Ltd., for the team “Conventional”; client “Elsevier (the Netherlands)”, Coimbatore for a period of 3 years and 5 months.

Working as Team Leader – Copyediting in TNQ Technologies Pvt. Ltd., for the team “Conventional”; client “Elsevier (the Netherlands)”, Coimbatore for a period of 1 year and 2 months.

Roles and Responsibilities

- Management of the team structure
 - Planning daily tasks/activities to the sub-ordinates
 - Tracking the allocated tasks and helping in timely delivery of tasks
 - Production & Attendance management of the subordinates
 - Maintaining the quality work of the whole team
 - Analysing internal errors & raising improvement fixes
 - Analysing external customer feedbacks and framing RCPA and also fix the process/automation to avoid similar feedback
 - Conducting team meetings and feedback sessions for the improvement of the team and process
 - Generating monthly customer reports such as Quality reports, resupply reports, etc...
 - Solving technical doubts and challenges
 - Working on the initiation, analysis & implementation of new projects as per customer requirements
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Skills Set

- Effective planning of tasks
- Problem solving
- Mail drafting (Both internal and external mails)
- Suggestion of Kaizen ideas
- Dynamic alternative planning skill in case of unexpected events (Leaves/permissions)
- Copy Editing
- Master Copying
- Verbal analysis
- English Grammar proficiency
- XML
- Proof Reading
- Training and tutor skills
- Proficient in all the standard office desktop software

Educational Qualification

- B.E. in ECE with CGPA: 7.79
 - Class XII with 82.5%
 - Class X with 93.6%
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Soft Skills

- Punctual, Flexible, Perfectionist, Hypercritical
- Good at Communication (Both in Oral and Grammatical)
- Positive attitude and good team player with leadership quality

Personal Details

Native	: Ooty
Father name	: Sathyanarayanan R
Date of Birth	: 13:08:1996
Permanent Address	: #477B, Davisdale, Ooty-643001
Language Known	: English, Tamil, Hindi (Reading)
Hobbies	: Surfing internet, being part in useful interactions, listening to music

Declaration

I hereby declare that the above stated particulars and details are true to the best of my knowledge and belief.

(DINESH KUMAR S)