**SARANYA**

**Mobile:** 7708769470

**E-mail:** [saranyalatchoumy@gmail.com](mailto:saranyalatchoumy@gmail.com)

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**PROFESSIONAL OBJECTIVE**

To work for an organization where I can enhance my professional skills by exploring and gaining experience on various live projects and thereby mold into a professional, fulfilling the organizational goals.

**WORK EXPERIENCE**

Experienced production administrator with six month experience in project management in publishing industry.

**ROLES AND RESPONSIBILITIES**

* Responsible for managing the production workflow from acceptance to publishing.
* Collaborated with the publishing community to meet the schedule and facilitated smooth workflow ensuring timely/error-free publication.
* Handled publication of book for the publisher, interacting with the book community including Production editor, author, Production team to ensure that the book requirements are met.
* Extensive communication with author to establish effective working relationship.
* Resolving production related errors/queries that are received time to time from authors, editors.
* Ensuring publication is in compliance with the publisher’s standard and quality.
* Handled data management tools such as Project management system, Special Instruction Module, Online Status Tool to track project deliveries.
* Periodic communication about the project progress to superior Managers.
* Rescheduling and follow up with the production team to meet the scheduled date in case of delay in production due to heavy work flow.

**EDUCATIONAL QUALIFICATION**

* **Master of Technology in Environmental Engineering & Management**  with an aggregate CGPA of 6.95/10 at Centre for Pollution Control & Environmental Engineering, Pondicherry Central University, Pondicherry (U.T), India in the year 2015.
* **Bachelor of Technology in Electronics and Communication Engineering** from SGCET Engineering College, Pondicherry University with a CGPA of 7.60/10 (First class), Pondicherry, India in the year 2013.
* **HSC** from Government Girls Higher Secondary School, Kadirkamam with 81.91%, Tamil Nadu State Board in the year 2009.
* **SSLC** from Government High School, Thattanchavady with 87.4%, Tamil Nadu State Board in the year 2007.

**ACADEMIC PROJECTS**

* **PROJECT: UTILIZATION OF WATER HYACINTH IN GENERATING ENERGY AND ORGANIC FERTILIZER**

It was based on complete utilization of the aquatic weed *Eichhornia crassipes* by extracting volatile fatty acid(VFA) from it followed by vermicomposting the spent weed and finally biogas production through upflow anaerobic sludge blanket reactor.

* **PROJECT: ELECTRONIC NAVIGATION SYSTEM FOR VISUALLY IMPAIRED PERSON**

It was basically a design of Electronic navigation system for visually impaired person which Intruder detection system, Room identification system, Obstacle detection system, home automation system.

**CO-CURRRICULAR ACTIVITIES**

* Organized Amrutham-14 World Water Day conducted by industry centre interface, Pondicherry University.
* Participated in paper presentation titled “Nano Sensors” in Nation level technical symposium held on SMVEC, Pondicherry.
* Participated in National level talent search competition organized by Junior Chamber International – India at Puducherry.
* Passed in First class in Junior grade typewriting(English) at Government Technical Examinations in commerce subjects.

**ACHEIVEMENTS**

* Got first prize in School Level Speech Competition conducted by Tamil Illakiamanram in the year 2006.
* Secured School third in Higher Secondary Public Examination in Kadirkamam Government Higher Secondary School.
* Overall School Topper in Government High School, Thattanchavy, Pondicherry.

**PERSONAL DATA**

* **Nationality** Indian
* **Languages Known** Tamil and English
* **Date of Birth** 26-4-1992
* **Father Name** Patchaiyappan,
* **Mother Name** Latchoumy
* **Address** NO:4/1053, MGR Nagar,

Vasanthapuram, Vanur Taluka,

Pattanur, Tiruchitambalam, Viluppuram,

Tamil Nadu- 605 111

**DECLARATION:**

I hereby declare that the information given above is true to the best of my knowledge.

Place: Puducherry,

Date : 19-11-2023. **SARANYA.P**