**CAREER OBJECTIVES:**

I wish to pursue my career strongly in a field where I can have an opportunity for the best application of my knowledge both in terms of planning and its effective and efficient execution in the given time frame. Keep learning and believing in myself.

**CURRENT JOB PROFILE-**Apress, a Springer Nature Company, Pune, Maharashtra

**Designation**: Coordinating Editor

**Tenure**: Oct-2017-till date

**ROLE & RESPONSIBILITIES:**

**Project Management:**

* Providing support at all stages of the publication of BOOKS and VIDEOS
* Innovation and improvisation in the process
* Maintaining the company's editorial standards
* Collecting and maintaining important data and analyzing them
* Report Generation

Since the profile involves a lot of interaction with the Reviewers across the globe and Editors in the firm, business communication forms an important aspect of the profile.

**Core Activities:**

* Acting as a go-between for our Editors, reviewers, and authors providing them with high-quality service always- keeping their queries and request as a priority and resolving them on time
* Monitoring the projects throughout to meet the schedule and deadlines
* Assessing manuscripts and making recommendations on the same to the development Editor
* Compiling reports and other data as and when required
* Producing various weekly reports for the team, explaining planned versus actual and identifying problems with required action on them
* To track all the components of issues both on BOOKS (manuscript, art, permission, publication agreement etc.) and VIDEOS (spot checking videos, creating a manuscript document, generating project report etc.) ensuring everything is correct and on time
* Maintaining and expanding the reviewer's databases for the project
* Being proactive in identifying a potential problem with resources on time and liaising with the relevant people to take action upon it
* Ensuring timely announcements on our various distributional channels (Amazon, Safari, Kindle, Springer, Apress, etc.)
* Publishing book/video within the stipulated time
* Distribution of print copies and online files to the ones associated with the project

**Additional Responsibility as an Acquisition Editor**

* Acquiring authors to write books on SAP and Linux software technologies across the globe.
* Responsible for generating new leads on it.
* Working on the Gap Areas and complying with the business requirements.
* Developing books to meet the needs of IT professionals and software developers. Crafting new book ideas on SAP and Red Hat Linux.
* Working closely with the author to get the desired product keeping in mind the target audience.
* Responsible for Market and Competition Researches for better product development.
* Working closely with Sales, Marketing and other departments in order to get the product hit the market at the appropriate time.

**Designation:** Editorial Assistant

**Tenure**: Jul-2017-Sep-2017

**Role & Responsibilities:**

* Received training from the senior editors on all aspects of the administration, commissioning, planning, coordinating and producing of publications
* Performed a range of administrative and editorial tasks necessary for the publications
* Dealing with the administration of work commissioned to freelance development editors

**INTERNSHIP:**

**Organization:** S.S Media Productions from 01-Apr-2017 to 01-May-2017

**Summary of experience in Marketing:**

As a marketing executive of the company, I have done data extraction and data analysis for the company. I have scheduled and conducted meetings with big brands.

**Organization:** MeriDeewar from 01-Mar-2016 to 30-Jun-2016

**Summary of experience in Advertising:**

I have worked on multiple divisions of brand communication. Handled social media like Instagram and gathered many followers on Facebook. I communicated with corporate to promote the 'environment branding' that the company provides. I was also a part of artist collaboration and very successfully convinced few traditional artists to join hands with the company and be a part of it.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Degree/Certificate** | **Institution** | **Year** |
| Post Gradution in Journalism and Mass Communication | Indira school of communication | 2017 |
| Bachelors in Journalism and mass communication (Honours) | University of Calcutta, Kolkata | 2015 |
| ISC (STD. XII) | Mahadevi Birla Shishu Vihar, Kolkata | 2012 |
| ICSE (STD. X) | The Park English School, Kolkata | 2010 |

**LANGUAGES KNOWN:**

* English
* Hindi
* Gujarati
* Bengali

**STRENGTHS:**

* Motivated, hardworking and a quick learner
* Adaptable
* Interpersonal Skills
* Team player with good leadership qualities
* Communication Skills and Analytical Abilities
* Building relationships
* Keen observer
* Self-Belief

**PERSONAL PROFILE:**

Date of Birth- 03-Sep-1993

Place of Birth - Kolkata, India

Father’s Name - Bipin Modi

State of Domicile - West Bengal, India

Nationality - Indian

Marital Status - Single

**Permanent Address:** Flat no. 4A,Unnati Apartment, 23, Girish Mukherjee Road, Bhowaripore, Kolkata – 700025

Date: June-2020

