

Abdul Rahman. F

Cell: +91-9710243182

Email: rahmanf.abdul@gmail.com

OBJECTIVE:

A highly motivated seeking opportunity in your esteemed organization with confidence and qualities. I believe in my ability to learn and adapt and desire to succeed coupled with my commitment to work, will help me progress with increasing responsibilities, I am very much interested to take challenges in real time projects and like to contribute for the growth of your organization.

ACADEMIC PROFILE:

EDUCATIONAL QUALIFICATION	INSTITUTION	UNIVERSITY/BOARD	PERIOD	%
S.S.L.C	S.R.K.M.Hr.sec.school (south)	State Board	2002-2003	85
H.S.C	S.R.K.M.Hr.sec.school (south)	State Board	2004-2005	67.5
B.com (C.S)	GurunanakCollege	MadrasUniversity	2005-2008	68

WORK EXPERIENCE:

Designation	Pre-QA
Duration	From Mar 2010 to May 2011
Company	Hurix Systems Private Limited, Chennai.
Responsibilities	<ul style="list-style-type: none">▪ Performed PreQA & QC in Typesetting projects.▪ Login/Logout activities involved for Books & Journals.▪ Inventory, Input Analysis, Query/Clarification request.▪ Involved in Proof Reading and style checking of Journals.▪ Involved in Revises stages of Journals.▪ Strong work ethic and the ability to work well within a team environment.▪ Highly motivated and enthusiastic, capable of working on own initiative.

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Designation	Executive (Proof Reader)
Duration	From May 2011 to Dec 2011
Company	OKS Prepress Private Limited, Chennai.
Responsibilities	<ul style="list-style-type: none">▪ Performed QC in Typesetting projects.▪ Involved QC activity for Books & Journals.<ol style="list-style-type: none">1. Content Checking2. Style Validation and Consistency for all Elements▪ Involved in Revises stages of Books and Journals.▪ Fluent in English and Tamil.▪ Excellent Interpersonal and Communication skills.▪ Strong work ethic and the ability to work well within a team environment.▪ Highly motivated and enthusiastic, capable of working on own initiative.

Designation	Senior Executive (QA)
Duration	From Dec 2011 to Dec 2018
Company	Lumina Datamatics Limited, Chennai.
Responsibilities	<ul style="list-style-type: none">▪ Performed QA in PDF & Typesetting projects for the Clients such as Cengage, Taylor & Francis, Wolters Kluwer, MGH-SBRproofing.▪ Random Sampling performed based on Client Specification for Universal PDF and ePDF Projects.▪ Performed online QA activity in Client Server for uPDF projects and VS Bookshelf, Kodak Insite Portal, MGH-SBR.▪ Performed online QA in MindTap application for all disciplines of complex titles.▪ Performed team leader activity in terms of job allocation, follow-up of schedule, planning, and team management.▪ Data collection and presentation for Monthly Quality report to Top Management.▪ Recently joined Texts Permissions Team and involved in Texts research activity.

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PERSONAL TRAITS:

- Patience
- Quick solution provider
- Determinant
- Positive Attitude

PERSONAL DETAILS:

Date of Birth : 17-Mar-1988
Sex : Male
Marital Status : Single
Nationality : Indian
Fathers Name : Fasihuddeen A.R.
Address : #255, M-Block, Chitra Nagar,
Kottur Puram, Chennai – 600 085.
Linguistic Abilities : English, Tamil
Skillset : Ms-Office, Tally 9.0, Acrobat-7& 9
Operating System : Windows XP, 2007.

DECLARATION:

I hereby declare that the above information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness if the above mentioned particular.

(F. ABDUL RAHMAN)