R E S U M E

**Samson Ngaihte**

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Profile

Detail-oriented Proofer/Direct Uploader adept at document management, data entry and administrative support. Applies different style and content guidelines based on individual document uses and requirements. High level of vocabulary understanding, grammar and writing techniques.

Personal Skills

* Team management
* Process improvement
* Relationship development
* MS Office/Basic computer knowledge
* Team building
* Problem resolution

Experience

* Worked as an MT/Proofer for 5 years with GIS, QA for 6 years [night shift] with iMedX Inc and experienced working in business transcription with Verbit and Digital Nirvana Info Systems.
* Researched content and grammatical issues to check accuracy of information.
* Manages finished works and version edits for comprehensive record of each file.

Education

BA Hons in Economics from University of Manipur.

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place: Hyderabad

Date:

**[SAMSON]**