**AMIT RANJAN**

Male – Born on the 10th of November, 1990

**Email:** [**amitranjan537@gmail.com**](mailto:amitranjan537@gmail.com)**Contact no: +91-7676915312, 8072780472**

#### CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities to achieve my goals and utilize the limited resources to its maximum to achieve the target and thereby improve my knowledge and experience.

**PROFESSIONAL EXPERIENCE**

**Current Organization:**SPI Global, Chennai

**Designation :** Production Editor

**Period :** Oct 2017 to till date

**Client :** Pearson Education and HMH

**Current Organization:**Cenveo Publishing Pvt Ltd., Chennai

**Designation:** Journal Manager

**Period :**Nov 2015 to till date

**Client:**Oxford University Press (OUP)

**Organization:**NewgenKnowledge Works, Chennai

**Designation:** Project Manager

**Period :**Feb 2014 to Oct 2015

**Client :** Palgrave McMillan

**Organization :**Aperito Open Access, Hyderabad

**Designation :** Sr. Associate Managing Editor

**Period :**Sep 2013- Feb 2014

**Client :** Authors and Editors round the Globe

**Organization :** OMICS Open Access Pvt. Ltd, Hyderabad

**Designation :** Assistant Managing Editor

**Period :**July 2012- Aug 2013

**Client :** Authors and Editors round the Globe

**ROLES AND RESPONSIBILITIES**

* Working as **Production Editor in SPI Global,** Liaising with Clients like Pearson Education (HongKong) and HMH (US) through Mail, telephonic communication and video conferencing for the project delivery, maintaining quality and timeliness along with billing the Project.
* Worked as **Journal manager in Cenveo,**Liaising with OUP (US/UK) clients through Mail & telephonic communication for the project delivery, maintaining quality and timeliness.
* Liaising with in-house editors, designers and typesetters to ensure that quality standards and schedules mustmeet.
* Project presentation (internally and during clients visits)
* Prepare daily status report and present it to Client on status meeting/call.
* Worked as **Project Manager in Newgen Knowledge Works**, Liaising with clients for the project delivery and maintaining timeliness
* Managing the in-house team to complete the project from its raw form to the final print file.
* Maintained requirements in MIS for tracking and testing purposes and updating clients through MIS tracker
* Also dealing with the UK, US and Indian vendors to manage the copyediting and Indexing task
* Worked in **Aperito Open Access**as Sr. Associate Managing Editor and was Responsible for managing new recruited people & train them.
* Inviting editors and researchers for their article publication in their various area of research
* Worked in **OMICS Open Access**, as Conference coordinator, where I used to communicate with scientists & researchers to invite them for their participation.
* Liaise with scientists & researchers to invite them to submit their articles.
* Hands on experience on Proofreading, collation, blog writting

**MY STRENGTHS AND SKILLS**

* Young, Vibrant and effective communicator
* Highest standards of honesty and integrity.
* Self-motivation and quick learning capabilities
* Critical analytical skills and believes in innovative approaches.
* Adaptive to the situation and flexible towards it.
* Priorities for the project and task.
* Team player and wants to be an important assets to company.
* Customer Relationship Management

**COMPUTER SKILLS**

* Fundamentals of C, C++, JAVA.
* Operating Systems - Windows98, 2000, 2007 XP, 2010.
* Comfortable with MS Office(Outlook,Word, Excel, PowerPoint) and other features.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **DEGREE** | **NAME OF INSTITUTION** | **BOARD / UNIVERSITY** | **PERCENTAGE** | **YEAR OF PASSING** |
| B.Tech | Sathyabama University, Chennai | Sathyabama University | 66.02% | 2012 |
| 10+2 | DAV School, AmbalaCantt, | CBSE | 64.6% | 2007 |
| 10th | Army School, AmbalaCantt, | CBSE | 54.4% | 2005 |

**CO-CURRICULAR ACTIVITIES**

* Won 1stprize in poster presentation on National Science Day in Chennai.
* Attended wet lab training in biochemistry at Central Leather Research Institute,Chennai.
* Attended Inplanttraining in various commercial and freeware softwaresof Drug Designing, ModellingSoftwares, docking and other Bioinformatics tools at Neogen,Chennai.
* Attended international conference On ‘Recent Trends in Macromolecular Structure and Function,at Madras University, Chennai.

**AREA OF INTEREST**

* Recruitment & Management skills
* Corporate Communication
* Proof reading
* Copyediting
* Molecular Modelling
* Phylogenetics Analysis

**LANGUAGE SKILLS**

English, Hindi, Punjabi

**HOBBIES & EXTRA CURRICULAR ACTIVITIES**

* Playing chess and watching movies(action,thriller and comedy).
* Reading novels and self-help books (‘Bhago Mat Jago’ by ‘Shiv Khera’).
* Like the knowledge series of Discovery & National Geography Channel.
* Participated and won in skit at school level.

**PERSONAL PROFILE:**

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| --- | --- | --- | --- |
| **Passport No.** | **Valid From** | **Valid Upto** | **Issuing Authority** |
| L3133103 | 28-June-2013 | 27-June-2023 | Republic Of India |

**Permanent Address :** C/O - Shri Shiv MangalTiwari,Vill& P.O. – Kataharia, TEH- Motihari

Distt – East Champaran, State – Bihar, Pin- 845413

**Father’s Name :** Mr. K.A. Trivedi

**Father’s Profession :** Defence (Army Officer)

**Mother’s Name :** Mrs. RenuTrivedi

**Nationality :** Indian

**REFERENCES**

Mr. AshishPrakashNayak

GM HR, OMICS Publishing group

Email: [ashishnayak001@gmail.com](mailto:ashishnayak001@gmail.com) ; Phone number: 7770907086

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

Yours sincerely

**(**AMIT RANJAN)