

Swati Srabani Nayak  
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Dubai, UAE.

Personal Details

Date of Birth: 30.05.1988

Languages Known: English, Hindi

Marital Status: Married

Professional Experience

Associate Editor/Manager (M1) in Quality Control Division at OMICS Group International

Duration: 4+ years (July 2011- January 2016)

Roles and Responsibilities

**Project Management** (Project Manager/ Quality Control Analyst): Handling Projects (end to end editorial processes and Journal development) on Clinical, Medical Life sciences & Social Science Journals and handling Mergers & Acquisitions as a part of Business Development.

**Content Writing and Copy Editing**

* Wrote contents regularly to update the information on various topics
* Responsible for editorial development schedules, budgets & work allocation. Commissioning, creating, editing and publishing new content.
* Editing, producing and proof reading high quality written material. Creating fresh content for articles, features, blogs and also some video.
* Handling high profile accounts and contacts. Co-ordinating editorial procedures and maintaining editorial standards.
* Journal page content designing and optimizing based on SEO (Search Engine Optimization) practice.
* Conducting Quarterly Business Performance Review & Competitive and Online Intelligence
* Prepared business performance review (BPR) presentations.
* Generating business insights and integrated reports and handling operational issues and employee management.

Project Management: (Quality Control Analyst: Proof Reading/Editing)

Roles and Responsibilities

* Manuscripts flow maintenance & Special Issues to maintain the journal portfolio
* Setting and enforcing policies and procedures for the journal used by the editors, reviewers and authors.
* Created a strong database of author details for acquiring manuscripts
* Coining Special issues through Editors’ confirmation
* Ensured Quality Control for research papers with the following
* Ensured language for the particular research papers
* Quality Control of program documents by using iThenticate® and basic copy editing tools
* Formatted of articles according to In-house style
* Planning and strategizing for increasing citations of the articles

Strategy Devising

* Delivered projects with relevance to agreed scope, schedule & customer expectations.
* Supervised end-to-end operations of journals publication (Manuscripts flow, Peer review process, publication and post publication process, Scheduling of issue release, Process documentation, Handling online article managing system (e.g., Editorial Manager), Article Process Tracking system, Critical editorial decision making, Copyediting according to In-house style)
* Communicated with all the Editor-in-Chiefs for the growth of the journals.
* Market –Analysis.
* Prepared reports on various journals by utilizing secondary sources (Google, LinkedIn, Facebook, DOAJ, PubMed).
* Presented a complete forecast on the latest trends of research for launching a journal in the particular field.

Educational Qualifications

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| --- | --- | --- | --- |
| Course | Subjects | Year of passing | Percentage |
| MSc | Biotechnology | 2011 | 73% |
| BSc Biotechnology | Biotechnology, Chemistry, Mathematics, Comp. Sci. | 2009 | 83.17% |

Project Details

Identification and Partial characterization of protein obtained from Aspergillus-infected soya seeds, F.M University, Balasore, Odisha

Publications

## Stem Cell Research Therapy for Neurodegenerative Disorders- In What Way to Make it Work (OMICS Publishing Inc.)

## Anesthesia and Intensive Care

* Function Regarding Biosorption in the Environmental Washing. Journal of Environmental & Analytical Toxicology 5: 4
* Rational Therapeutics of Cardiology in Elderly (OMICS Publishing Inc.)

Other Qualification(s)

Diploma in Medicinal Plant Management

Skills and Strength

Organizational Skills - Proficiently handling all the assigned tasks in time.

Team Management- Worked alongside team in completing varied jobs.

Initiative- Ready to volunteer for assignments when required and even ready to lead or work together.

Excellent negotiating, organizing and time management skills.

Ability to prioritize work effectively.

Ability to think & view from a reader and audience perspective.

Encouraging originality & inspired thinking from all employees & journalists.

Excellent attention to detail and writing skills.

Declaration

I hereby acknowledge that the above details provided are true to best of my knowledge.

Date: 10.01.2017 Swati Srabani Nayak