

EXECUTIVE SUMMARY:

Results-oriented professional with experience in the EPUB and Mechanical industries. Proven track record of managing projects from start to finish. Seeking a challenging role to utilize my project management expertise, collaborate with teams, and deliver high-quality results. Committed to exceeding client expectations and ensuring project success.

FUNCTIONAL EXPERTISE

- **Project Management**
- **Team Coordination**
- **Communicating**
- **Proofreading**
- **Quality Control**
- **Client Relations**
- **Follow-up**
- **Reporting**
- **Problem-Solving**
- **Adaptability**

FUNCTIONAL EXPERTISE DEMONSTRATED:**LUMINA DATAMATICS (Pondicherry)**

6.2022 – Current

Lumina Datamatics is a global leader in providing Content Services, Retail Support Services, and Technology Solutions to the Publishing and Retail industries.

Project Management Executive:

- Managed the end-to-end management of book projects received from Cambridge University Press (CUP), ensuring on-time completion within a 6-month timeframe.
- Collaborated with a multidisciplinary production team, overseeing the Art, Quality, Typesetters, and XML teams to ensure seamless workflow.
- Effectively coordinated with indexers, copy editors, and proofreaders, driving the copyediting process and maintaining consistent project timelines.
- Updating the project progress on the LAPS website, enabling stakeholders to effortlessly track project progress, fostering transparency, and facilitating efficient communication.
- Led the initial analysis stage, proactively addressing queries raised by teams and conducting LAUNCH meetings to evaluate and prioritize valid queries.
- Prepared comprehensive reports encompassing word count, art log, art proof, schedule, and estimated completion, ensuring prompt project approval.
- Fostered strong relationships with authors, providing comprehensive explanations of the production process, scheduling copyediting and proofreading reviews, and sharing art proofs and pre-edited typescripts for efficient indexing.

- Managed a team of copyeditors and freelancers, coordinating timelines for sharing copyedited files and seamlessly incorporating author feedback.
- Coordinated with the production team to collate corrections and review corrections to create revised proofs that met all stakeholder expectations.
- Facilitated final review and approval, overseeing the creation of high-quality PDF files in collaboration with content managers and uploading them to the CUP Press server.
- Regularly communicated project status and progress to content managers, tracked deliverables, adhered to CAMS guidelines, and implemented feedback and corrective actions.
- Streamlined billing processes, efficiently updating purchase orders, preparing weekly delivery reports, and raising accurate invoices.

RECELLS TECHNOLOGY (Surat, Gujarat)

10.2021 – 4.2022

Recells Technology has been involved in the manufacturing of Electric vehicle batteries and they are specialized in Customized Battery Packs, R&D, NMC Chemistry, and LFP chemistry.

Project Coordinator Intern (EV):

- Successfully completed a comprehensive training program on Electric Vehicles, gaining expertise in areas such as Vehicle Dynamics, Battery Pack Design, Battery Charging, and Energy Scenarios in India.
- Conducted in-depth competitive analysis, contributing valuable insights into market offerings, pricing strategies, business models, and operational methods.
- Demonstrated proficiency in utilizing statistical tools to collect, compile, and analyse data related to consumers' price requests, competitors' pricing, and market trends.
- Translated complex data into insightful reports, effectively facilitating data-driven decision-making processes for management.
- Collaborated seamlessly with cross-functional teams to define project objectives, scope, and timelines, ensuring alignment with company goals.
- Showcased strong communication skills through engaging in phone conversations with battery manufacturers and gathering essential information.
- Captured and organized key battery details, including location, pricing, technical specifications, warranty terms, and charging time, demonstrating meticulous attention to accuracy.
- Actively contributed to team discussions by interpreting data trends and providing valuable insights to refine pricing strategies and supplier selection.

- Presented comprehensive reports during management meetings, effectively illustrating project progress and outcomes.

VARROC POLYMERS PVT LTD (Kanchipuram, TN)

8.2020 – 8.2021

Varroc is the largest polymer solution provider to the two-wheeler industry, serving clients like [Daimler](#), [Yamaha](#), [Renault](#) and [Nissan](#).

Quality Control Supervisor:

Indulged in Quality Improvement activities and supported inspection for two product lines: RENAULT and NISSAN.

- Conducted In-Process Auditing for daily production runs to ensure product quality met customer specifications.
- Managed a team of 24-30 members, addressing customer concerns and engineering changes, and aimed to reduce DPMO to 5 σ monthly.
- Utilized problem-solving skills to collect and analyze data, identify root causes of defects, and implement corrective and preventive actions.
- Reviewed blueprints and engineering drawings, collaborating with internal teams for better fitment of parts and improved product quality.
- Emphasized continuous improvement by dedicating 5% of work time to 5s activities and encouraging the use of various improvement techniques.
- Prioritized work and allocated resources effectively while staying informed about supply and demand changes.
- Supported monitoring reports, Team Lead activities, and escalated issues related to safety, health, environment, and process changes.
- Maintained documentation for various activities and reports, ensuring proper data tracking and analysis.

EDUCATION:

Bachelor Of Technology (Mechanical Engineering). [Sri Manakula Vinayagar Engineering College](#) (Puducherry)- 79 %

Intermediate (12th) (Computer Science). [Adithya Vidhyasharam](#) (Puducherry) – 88.75 %

ACHIEVEMENTS:

Received 70+ appreciations for outstanding project management skills and dedication from content managers and authors, along with recognition and a gift for contributions to two published books.

- [Performing Restoration Shakespeare](#)
- [The Cambridge Companion to the Australian Novel](#)

OTHER RELEVANT INFORMATION:

Additional Languages: Tamil, Kannada.

Technical Skills: Microsoft Excel, Microsoft Word, and Outlook.

DECLARATION:

“I do hereby declare the truth and authenticity of all the information in my resume.”