

Shibu George

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FLAT NO. 246, DDA SFS FLAT, POCKET – 1, PHASE – 1, DWARKA, SECTOR-1, NEW DELHI, PIN: 110075

Profile:

Proactive, detail oriented, diligent, and engaging team player with over 20 years of work experience in Typesetting (project management - multi-lingual typesetting and composition) and data conversion, with a track record of inspiring colleagues to perform their best and contribution to the success of the organization.

Work Experience:

Publishing (DTP – English and Multi-lingual) and IT Industry

DY. MANAGER | WNS GLOBAL PVT LTD, GURGAON | JULY 2020 - PRESENT

WNS GLOBAL is a Business Process Management Company engaged in Analytics and Business Transformation.

- Project Management – D & A
- Communicating with overseas clients using email, teams-call ·etc.
- Experienced in working in fast-paced, deadline-oriented environment
- Responsible for providing data to the reporting team keeping in mind the data quality and timely delivery business for its US and Europe based clients.
- Preparing various production reports, quality checklists, cost sheets, estimates

PROJECT LEADER | NU WAVE ESOLUTIONS PVT. LTD., NEW DELHI | MAY 2006 – JUNE 2020

NuWave e-Solutions is an IT/ITES company engaged in DTP/Pre-Press business and Software Development for its US and Europe based clients.

- Managing the Production Team involved in DTP and Data Conversion work for Financial and STM Documents (Full-Service Project Management)
- Managing multi-lingual Typesetting Projects – coordinating with overseas Translators or Translation Memory (TM) experts working in various European and Asian Languages (German, French, Italian, Japanese, and Chinese etc.).
 - Worked for RRD / Language Solution projects extensively. (InDesign, MS-Office and Acrobat PDF projects)
 - Financial reports, Books, Catalogs, Flyers, News Letters, Quarterly Factsheets, Annual/Semi-Annual Reports
 - Managed projects from McGraw-Hill Education, OUP Publishers.
- Communicating with overseas clients using Email, Teams-chat and calls with project related queries, cost estimates, preparing project schedules
- Liaising with Typesetting Team Leaders
- Keeping a vigil on quality of deliverables by constant monitoring, process improvement, liaising with R & D to automate different workflows to save production time
- Resolving technical issues with DTP team, acting as a resolution provider for all project related queries to the in-house and overseas team
- Handling Typesetting, Pre-flight and Accessible PDF Teams

R & D EXECUTIVE/TEAM LEADER | INTERNATIONAL TYPESETTING AND COMPOSITION INDIA LTD. (NOW KNOWN AS CENVEO PVT LTD.) | 2000 – APRIL 2006

Content Solution and ITES.

- Guiding the Template Creation for InDesign/QuarkXPress/Tex/Latex and Adobe FrameMaker/3B2 and XML Production Groups
- Creating/modifying tex macros or .sty files, customizing as per client’s requirements – done for Tex-Help Desk for CRC Press
- Creating Applescripts for Automating various DTP tasks
- Handled Structured FrameMaker Projects for Merck Pharmaceuticals Company – successfully handled a big project “Merck Manuals for Geriatrics” using Framemaker with XML for Nesbit Graphics, USA

SR. LATEX PROGRAMMER | TECHBOOKS INDIA PVT. LTD., NEW DELHI (NOW KNOWN AS APTARA) | 1998 – 2000

- Extensive Maths Equation coding and style tagging as per copy editing marks plus Pagination for STM books from publishers like Cambridge University Press, Academic Press, Taylor and Francis, Springer Verlag

Education:

MBA (OPERATIONS MANAGEMENT) FROM IGNOU | PURSUING | IGNOU

POST GRADUATE CERTIFICATE IN PROJECT MANAGEMENT (AFFILIATE TO PROJECT MANAGEMENT ASSOCIATION OF INDIA) | FIRST DIVISION - 2010 | IGNOU, NEW DELHI

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS | FIRST DIVISION - 1995 | PUSA POLYTECHNIC, PUSA, NEW DELHI

BACHELOR OF SCIENCE (CHEMISTRY) | FIRST DIVISION - 1993 | SAMBALPUR UNIVERSITY, ODISHA

Personal Details:

Father’s Name : **Mr. George Abraham**
Date of Birth : **17th of May 1973**
Nationality : **Indian**
Marital Status : **Married**

Acknowledgement: I certify that the above facts are true to the best of my knowledge.

Shibu George
New Delhi