

# Shoab Alam

Technical Editor | Microbiology Graduate

[alam.shoab1803@gmail.com](mailto:alam.shoab1803@gmail.com) | 8447994128 | LinkedIn: [linkedin.com/in/shoab-alam-911206311](https://www.linkedin.com/in/shoab-alam-911206311)

## Professional Summary

Currently pursuing an MBA in IT Management and Production & Operations Management, I seek challenging opportunities in managerial or copyediting roles. With strong editorial expertise, organizational skills, and a foundation in leadership, I aim to contribute to quality content, efficient workflows, and team-driven success within a dynamic organization.

## Professional Experience

### Associate Project Manager | Aptara Corp.

September 2025 – Present

- Currently managing Elsevier book projects by coordinating with authors, editors, and vendors, ensuring schedules are meeting deadlines, monitoring production workflows, resolving queries, maintaining reports, and communicating with global stakeholders while ensuring quality, compliance with guidelines, and timely delivery of multiple titles.

### Technical Editor | Lumina Datamatics

July 2024 – September 2025

- Manage publication workflows for Cambridge University Press journals
- Maintain manuscript progress tracking databases and coordinate scheduling
- Liaise with academic authors to implement quality control in document preparation
- Deliver multiple editorial projects under strict deadlines

### Quality Control Assistant | Haldiram's Snacks Pvt. Ltd.

June 2023 – July 2023

- Monitored QC schedules, maintained compliance documents, and ensured adherence to food safety practices

## Education

- **MBA (Pursuing)** – Amity University, 2025–2027
- **Bachelor of Science (Hons) Microbiology** – Sharda University, 2024 | CGPA: 8.54/10
- **Senior Secondary** – Father Agnel School, 2021 | 83.6%

## Core Competencies

### Administrative & Technical Skills

- **Project Management:** Research coordination, timeline management, milestone tracking, delivery scheduling
- **Database Management:** Microsoft Office Suite (Excel, Word, PowerPoint), laboratory information systems, data tracking
- **Record Keeping:** Systematic documentation, compliance tracking, quality assurance protocols
- **Schedule Coordination:** Multi-project prioritization, deadline management, resource allocation
- **Scientific Documentation:** Technical writing, procedure documentation, result compilation

## Professional Skills

- **Communication Excellence:** Strong written and verbal communication, stakeholder liaison, professional correspondence
- **Attention to Detail:** Meticulous accuracy in documentation, quality control, and process compliance
- **Organization & Time Management:** Efficient prioritization of multiple concurrent projects in deadline-driven environments
- **Team Collaboration:** Effective coordination with cross-functional teams, flexible support approach
- **Adaptability:** Quick learning of new systems and processes, demonstrated across diverse laboratory and administrative environments