

CURRICULAM-VITAE

Dr. Suman

D/O Kammod Singh

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Objective

To associate with a reputed organization and make best use of my knowledge and abilities in the process of growing myself as multifaceted professional.

ACADEMIC QUALIFICATION

- 10th Passed from CBSE in 2007 with first division.
- 12th Passed from CBSE in 2009 with first division.
- Graduate Passed from delhi university in 2012 with third division.
- Post Graduation Passed from ignou in 2015 with first division.
- M.Phil Passed from JNU in 2018 with first division.
- Ph.D Passed from JNU in 2023 with first division.
- Four times UGC NET qualified.

PROFESSIONAL QUALIFICATION

- Two year DCA Computer course.
- One year PG diploma in translation from bhartiya anuvad parishad.
- One year PG diploma in book publishing from ignou.

WORK EXPERIENCE

- One year teaching experience in private school.
- Content writing.
- Proof reading.
- Book Proof reading and Editing.

- Translation Hindi-English-Hindi vice-versa.
- I have One year experience in Book editing and proof reading at Gupta Publications.
- I have experience of editing of many books, many kinds.
- I have proof reading many books in KBS prakashan.
- Recently I edited a translated book (chinobil).

WORKSHOP AND PAPER PRESENTING

- Three paper presenting in various seminars.
- Thirteen to fifteen research paper, articles and poem was published in various magazines.

STRENGTH

- Hardworking and able Team leader.
- Great sense of responsibility.
- To grasp latest Technologies with ease.
- Punctuality and Good Communication Skill.

PERSONAL DETAILS

Date of Birth : 10-01-1991

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Interest : Reading, Writing, Proof reading, Content writing, Editing, Blog writing, Poem making, Story making etc.

Language Known: Hindi & English

DECLARATION

I promise that the particulars given above are true to the best of my knowledge and belief. I also promise that I will stick to the rules and regulation of the company and put my best to improve the productivity to the company within my boundaries.

Date: 14/03/2024
DR.SUMAN