

Resume

P. Shankar,

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Carrier Objective:

Looking for a challenging role in a reputable organization to utilize my technical and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the publishing.

Professional Experience (Typesetting field):

Organization : **Y Square Multilingual Service**
Designation : self
Duration : From July 2012 to Till

Organization : **Exemplarr world wide Pvt Ltd. Chennai.**
Designation : Technical Support Manager
Duration : From Aug 2009 to July 2012

Organization : **Diacritech Pvt. Ltd. Chennai.**
Designation : Team Manager (Quark/Indesign)
Duration : From Dec 2007 to Aug 2009

Organization : **Tivim Technologies Pvt. Ltd. Goa.**
Designation : Team Leader for composition
Duration : From Dec 2004 to Dec 2007

Organization : **SPI Global Pvt. Ltd. Pondicherry.**
Designation : Compositor
Duration : From June 2002 to Dec 2004

Nature of Job:

- Creating the template for the books by using **Indesign or Quark Xpress** as per the Specification of the Customer.
- Paginating the book and Journal
- Tamil <> English Translation

Clients Handled:

- Elsevier, Santilana, T&F (Taylor and Francis), McGraw Hill, PCP (Pearson Custom Publishing), Kendal hunt, John Wiley - Australia Cengage, Pearson, Book Master, DCL, Civics etc.

Job Responsibilities:

- ✓ Identifying project objectives, scope, goals, deliverables and requirements.
- ✓ Developing workable project plan, executing and managing the plan through resources
- ✓ Developing work flow process for the project
- ✓ Preparing and reviewing quality and productivity Charts in every week
- ✓ Scheduling the project for achieving turn around time (TAT) and ensuring the deliverables based on in-house developed Quality control system and Customer's specification.
- ✓ Analyzing the customer's feedback and plotting charts for improving quality and taking corrective and preventive actions
- ✓ Training for fresher's (Indesign/Quarkxpress) and certified move to production
- ✓ Technically supportive for production team
- ✓ New requirement/new customer input analysis
- ✓ Template creation and Sample creation
- ✓ IBook Author using template creation
- ✓ Vendor co-ordination
- ✓ Localization

Key skills:

- Project lead, quality, production and training
- People management
- Problem solving trouble shooting
- Capability of taking initiatives along with ownership and leadership skills
- Ability to operate under stress and demanding expectations
- Source Creation

I can perform typeset for all the following languages:

- ❖ European languages (Western European and Eastern European such as (French, English, Portuguese, Greek, German, Italian, Spanish, Russian, Slovak, Polish, etc.),
- ❖ Middle Eastern languages Right to left languages such as (Arabic, Farsi, Hebrew, and Urdu).

- ❖ Asian languages CJK (Chinese, Japanese, Korean, Thai, Vietnamese, Hindi, Tamil etc.).

IT skills:

Operating System : Dos, Windows, Mac OS X
Languages : Basic, Fortan, COBOL, Pascal, C, C++, HTML, XML
Data Base : Dbase, Foxpro, Oracle
Packages : Pagemaker 7.0, Corel draw, Illustrator, Photoshop, Open Office, Ms Word, Adobe Indesign, Quark Xpress, Frame Maker and Ventura, IBook Author (IPad). Madcap Flare. CAT Tools, Sortyline,

Educational Qualification:

B.Sc., (Compute Science) in Bharathidasan University, Trichy
M.C.A. Madurai Kamaraj University (Correspondence)

Personal Information:

Date of Birth : 20-01-1976
Gender : Male
Marital Status : Married
Nationality : Indian
Languages known : Tamil and English

DECLARATION

I hereby declare that the information stated above are true and correct to the best of my knowledge and belief.

Place:

Date:

(SHANKAR. P)