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|  |  | BHARATI GULERIA  SENIOR EDITOR OBJECTIVESeeking a position in a company, where I can get the right platform to showcase my skills that I have acquired over the years. My strong organization skills and educational background will help me to work well with people and achieve my goals.Personal detailsD-58, Mansaram Park, Uttam Nagar, New Delhi 110059Father’s name – Shri Kushal Singh Guleria Mother’s name – Smt. Sudarshan Kumari  Nationality – Indian  Marital Status – Unmarried  Date of Birth – 02/11/1976 |
| Contact PHONE:  9650145759  8076532775  EMAIL:  [guleriabharati@gmail.com](mailto:guleriabharati@gmail.com) Hobbies Reading  Writing  Travelling |  | EDUCATIONHimachal Pradesh University, Shimla Master of Arts (English) from 2011 to 2013 Bharatiya Vidya Bhawan Diploma in Mass Communication from 2003 to 2004 Delhi University Bachelor of Arts (English Honours) from 1994 to 1997 Sadhu Vaswani International School for Girls Class XII from 1993 to 1994 Sadhu Vaswani International School for Girls Class XII from 1991 to 1992 workshops attendedNational Book Trust Attended one-month workshop in publishing and online editing in 2012. Bharatiya Vidya Bhawan Attended two-month online video editing workshop in 2004. WORK EXPERIENCEWeaverbird Interactive - Senior Editor From March 2020 till present.  Developing content, copy editing and proof reading. Content submissions, editing for spelling, punctuation and grammar. Working on projects on children’s books. Goyal Brothers Prakashan – Senior Editor cum SME From 2017 to 2019  Developing content, copy editing and proof reading. Content submissions, editing for spelling, punctuation and grammar.  Worked on English grammar books plus assignments for K6 to K12. Full Marks Private Limited – Senior Editor From 2015 to 2017  Developing content, copy editing and proof reading. Content submissions, editing for spelling, punctuation and grammar. Worked on reference books, guide books, sample papers and questionnaires. Freelance Work From 2010 to 2015  Worked on various range of books on subjects like Sociology, Accountancy, Business Studies, Anthropology and General Studies for coaching institutes. Copy editing and proof reading the entire manuscripts. During this period, I worked with many publishing houses in Delhi and Noida (OUP, Madhuban, Vikas Publishing, etc.) NCERT– Copy Editor (on contract) From 2006 to 2007  Started as a trainee with NCERT in 2005 and thereafter, worked as Copy Editor for school textbooks. Copy edited and proofread the work in the English Department under Shri Nasruddin Khan, Retd. Reader (NCERT). **SKILLS**  * **ADAPTABILITY**  Strong Research SkillsOrganizational SkillsCommunicateThe Ability to Meet DeadlinesEditing |