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|  |  | BHARATI GULERIASENIOR EDITOROBJECTIVESeeking 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 GuleriaMother’s name – Smt. Sudarshan KumariNationality – IndianMarital Status – UnmarriedDate of Birth – 02/11/1976 |
| ContactPHONE:96501457598076532775EMAIL:guleriabharati@gmail.comHobbiesReading WritingTravelling  |  | EDUCATIONHimachal Pradesh University, ShimlaMaster of Arts (English) from 2011 to 2013Bharatiya Vidya BhawanDiploma in Mass Communication from 2003 to 2004Delhi UniversityBachelor of Arts (English Honours) from 1994 to 1997Sadhu Vaswani International School for GirlsClass XII from 1993 to 1994Sadhu Vaswani International School for GirlsClass XII from 1991 to 1992workshops attendedNational Book TrustAttended one-month workshop in publishing and online editing in 2012.Bharatiya Vidya BhawanAttended two-month online video editing workshop in 2004.WORK EXPERIENCEWeaverbird Interactive - Senior EditorFrom 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 SMEFrom 2017 to 2019Developing 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 EditorFrom 2015 to 2017Developing 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 WorkFrom 2010 to 2015Worked 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 2007Started 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 |