

RESUME



JOSHUA KENSTAR CLAUDIUS

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CAREER OBJECTIVE:

I possess excellent communication skills as well as the ability to build strong working relationships. I am a team player with a professional and in-depth knowledge and understanding of what it takes to achieve organizational goals. I have demonstrated strength and leadership qualities through my ability to balance both strategic and operational issues with the spirit of teamwork, sincerity, and dedication. I am a reliable, trustworthy, and conscientious worker.

ACADEMIC PROFILE:

COURSE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
Integrated MSc Nanoscience & Technology	Karunya Institute of Technology and Sciences	2018	71%
H.S.C	St. Mary's Anglo Indian Higher Secondary School	2013	72%
S.S.L.C	St. Mary's Anglo Indian Higher Secondary School	2011	70%

COMPUTER PROFICIENCY:

- Operation Systems: MS Word, MS Excel, PowerPoint.
- Word Processing, Spreadsheets, and Presentations

WORK EXPERIENCE 1:

- Company : TNQ Technologies
- Position/Role : Associate Language Editor (Copy-editing)
- Experience : 2 years
- Location : India
- Domain : E-Publishing
- Category : Scientific Technical And Medical (STM)

JOB DESCRIPTION:

- Editing of manuscripts of various journals (STM) for their grammar, spelling, usage, and punctuation and to ensure consistency of capitalization, use of italics, and bold according to the journal's specific style guides
- Find solutions to ensure regularly occurring mistakes are reduced.
- Follow the protocols and company guidelines to ensure safety and data privacy.
- Reviewing manuscripts of freelancers
- In charge of junior language editor quality check.
- Interact with clients on the quality of the edited document.
- Familiar with **AMA** and **CMS** style guides
- Worked with clients such as **Wolters Kluwer**, **Royal Society of Chemistry**, and **AIP**

OPERATIONS ROLE:

- Directly respond to feedback from clients
- Set-up meeting with clients and resolve discrepancies
- Ensure whether the process is completed and submitted on time
- Ensure client satisfaction is achieved

PERSONAL SKILLS:

- Honest, hard worker, and punctual
- Diligent, organized, and flexible

EXTRA CURRICULAR ACTIVITIES:

- Table tennis – School level | Cricket – Club level | Football – Club level
- Attended conference (National seminar on recent advances in Nanoscience and Technology) (Research on self-assembled semi-conductor nanostructure)

PERSONAL DETAILS:

✦ FATHER'S NAME	: Y.A. Claudius
✦ DATE OF BIRTH	: 6 th January 1996
✦ MARITAL STATUS	: Single
✦ GENDER	: Male
✦ NATIONALITY	: Indian
✦ RELIGION	: Christian
✦ HOBBIES	: Listening to songs, sport, surfing the net
✦ LANGUAGES KNOWN	: English, Tamil, Hindi
✦ PASSPORT NUMBER	: T6961592
✦ VISA VALIDITY	: 15/07/2021

DECLARATION:

I hereby confirm that the information present in the document is true to the best of my knowledge.

JOSHUA KENSTAR CLAUDIUS