# Jyotsna Suryawasnshi-Shinde

# (Degree –MCA)

# Mobile: +91 9604646123 ~ E-Mail: jyotsna\_suryawanshi@yahoo.com

**Objective:**

Looking forward for challenges and exploring my career in Transcription.

**Professional Summary:**

Total Work Experience: 5.3 years

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| **Summary of experience – Worked with** | **Designation** | **From** | **To** |
| Posiview Digital Technology Pvt. Ltd. | Content Writer | June 2021 | Dec. 2022 |
| Hakoonamatata, Bridged Co. and Wistran Language Services | Freelancer Transcriber and Translator | Jan. 2020 | May 2021 |
| Crest Premedia Solution Pvt. Ltd. | Junior Copy Editor-L2 | Aug. 2014 | April 2015 |
| Kotak Life Insurance | Sales Team Leader | Jan. 2009 | May 2010 |

**Summary of Key Skills:**

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| Posiview Digital Technology Pvt. Ltd. | 1. Worked on BMC software projects.
2. Worked and edited the script of UK, US and Indian accent by listening to the audio/video file.
3. Listen audio/video files and make changes if necessary.
4. Working on eLearning content.
5. Transcribed technical documents.
6. Check and edit the content for punctuation, spelling, keywords, capitalization, and abbreviation.
7. Check and correct technical terms.
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| Freelancer at Hakoonamatata and Wistran Language Services | 1. Editing and transcribing video files into word documents.
2. Translate documents.
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| Crest Premedia Solution Pvt. Ltd. | 1. Edited books and journals for Springer Nature.
2. Screening and analysis of scientific journals and book manuscripts.
3. Check and edit the content for capitalization, abbreviations, numbers and special types.
4. Identify and put headings in correct sequence.
5. Check and correct the placement and citation of figures and tables.
6. Check the texts references, abbreviations, mathematical equations.
7. Check and style reference list as per guideline and verify cross-references that appear in text.
8. Knowledge of Chicago Style, APA Style, AMA Style, Vancouver Style, etc.
9. Edited life science, environmental science, social science, health science, medicine, chemistry, physics, mathematics, computer science, and statistics books.
10. Check the consistency of text, spelling, and hyphenation.
11. In addition, edited books and journals in German language.
12. Raise queries to the author regarding addition or deletion of content.
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| Kotak Life Insurence | 1. Sales Team Leader in Kotak Life Insurance Company and handling 15 agents.
2. Selling insurance product and answer the queries about the product as well as market condition.
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**Personal Skills:**

* Quick Learner, self-starter and ready to learn and adapt new technology.
* Ability to handle pressure and meet deadlines.
* Friendly, enthusiastic and co-operative in a group environment.
* Honest and hardworking.

**Educational Qualification:**

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| **Sr.No.** | **Qualification** | **University** | **Percentage** | **Year** |
| 1 | MCA | Sikkim Manipal University | 64 | 2014 |
| 2 | BCA | Tilak Maharashtra Vidyapeeth | 66.92 | 2012 |
| 3 | Dip. In Comp. Engg. | Tilak Maharashtra Vidyapeeth | 63.06 | 2008 |
| 4 | H.S.C.(Science) | Mumbai | 43.83 | 2006 |
| 5 | S.S.C. | Mumbai | 64.66 | 2004 |

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| **Personal Information:** |
| **Full Name:** | Jyotsna Suryawanshi – Shinde |
| **Marital Status:** | Married |
| **Address:** | Pune, Maharashtra, India |
| **Nationality:** | Indian |
| **Interests:** | Painting, Listening Music |