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| NIVEDITA BAROI | | |
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| Career Objective | I wish to contribute to contribute to content development using my skills acquired as a language student. | |
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| Education  Previous Experience | BA (Hons) Bengali Literature from Miranda House, Delhi University in 1995 with high second class (56.5%).  Diploma in Secretarial Practice with 1st Division.  Diploma in PTT from Vidya Training Instt. with 1st Division.  I have worked in the administration departments of various organizations which are as follows:   * **DCM Real Estate Division, New Delhi (February, 1997 to August, 2000)** * Worked as Personal Assistant to the Sr. General Manager. * **St.Columbas School, New Delhi (August, 2000 to July, 2002)** * Worked as Office Executive with the Principal and the Senior School Supervisor. My job profile included * Handling of all official correspondence * Maintaining files and official records * Editing school magazines and newsletters | |
|  | * **Chandra Laxmi Hospital, Vaishali, Ghaziabad (March, 2005 to March, 2006)** * Worked as Personal Assistant and Office Administrator with the CMD. |  | |
|  | * **Shivalik Hills Development Pvt. Ltd., Vaishali, Ghaziabad (29th May, 2012 to 10th Nov., 2012)** * Worked as Office Administrator with the CMD. | |
|  | In addition to this, I have carried out translation of English documents to Bengali for Shell Petrochemicals, Singapore. I have also worked in a Tutorial House as a Faculty in junior and middle school courses. |  | |
| Current Status | Working as a freelancer with a leading publishing house as Editorial Assistant for the past 2 years. My job profile includes carrying out internal reviews, handling correspondence with the authors, section editors and EICs, managing project work on online platform. | |
| Technical Skills | Handled computer packages like MS Word, MS Excel, MS Power Point and Internet. | |
| Languages Known | English, Hindi and Bengali. | |

**(NIVEDITA BAROI)**