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| NIVEDITA BAROI |
| S-2, Godavari Apartments, Plot No. 734, Sector 5, Vaishali, Ghaziabad 201 010 |
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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
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|  | * **Chandra Laxmi Hospital, Vaishali, Ghaziabad (March, 2005 to March, 2006)**
* Worked as Personal Assistant and Office Administrator with the CMD.
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|  | * **Shivalik Hills Development Pvt. Ltd., Vaishali, Ghaziabad (29th May, 2012 to 10th Nov., 2012)**
* Worked as Office Administrator with the CMD.

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|  | 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)**