### Curriculum Vitae

#### PRAVEEN K SINGH

**Career Brief**

In a span of almost 8 years, working for Publishing and Audio-Visual Media in different capacities, I have handled various assignments related to Publishing like Editing, Writing, Translation, Proof reading, other pre-press functions and those related to Audio-visual like Production of Educational, Infotainment, Awareness and Promotional videos.

##### Capabilities- Copy Editing, Writing, , Proof reading, Pre press functions, Transcription, Transliteration, Dubbing, Subtitling

**Areas-**  Management, IT, General trade, Science & Technology, Audio & Video programs

**Organisations**- Macmillan India, Tata Mcgraw Hill, NCERT, Publication Division, UNDP, Philips, TV and Radio program production houses, etc.

As a professional, I have handled assignments of Copy Editing, Writing, Translation, Proof reading for Text books of Management, IT, Science, Humanities.magazines, concepts on various subjects for various organisations like NCERT, Tata McGraw Hill, Publication Division to name a few.

**\*** *I was also a member of text review committee of NCERT.*

***Translation (English to Hindi & vice-versa)***

* + Textbook of Science, Geography, Art & Culture for NCERT
  + Books of Publication Division, Government of India
  + IT Education by MS-CIT, text book for Maharashtra Knowledge Corporation Ltd.
  + Annual Report of Central Water Commission
* Scripts/ stories of Audio-Visual Programs

***Translation of Audio-Visual programs***

### Transcribed various Audio programs- Serials, spots

### Translated *20 episodes of educational programs from Transtel and BBC* in Hindi for Gyan Darshan Channel of IGNOU.

* + Translated the English Script of a film for CBWE (Central Board for Workers’ Education) into Hindi.
  + Worked on a curriculum based series for Gyan Vani on different subjects of Humanities.
  + Translation of English Script of one hour daily episode of TMG Enter, a 24 hour Technology Channel for more than one year.
  + An Animation filmon *Disaster Management for UNDP,* in 2007. Duration of the film is about 50 minute.
  + A 26-episode series *“The Living Planet”* for Vigyan Prasar, Department of Science & Technology
  + About 35 Radio Spots of “Jago Grahak Jago” in 20 languages, aired on Vividh Bharti, AIR FM
  + A few episodes for National Geographic Channel
  + **Subtitling for TV serial, Jeena Isse ka Naam Hai, for UNESCO on behalf of Miditech**

***Copy Editing & Proof-Reading***

* Text books on subjects like Management, IT, Science & Humanities for various publishing houses like NCERT, MacMillan, Tata Mcgraw Hill, B. Jain, etc.
* General books on subjects like Health, Lifestyle, Astrology, etc.
* Books of Publications Division, Govt. of India.
* Magazines for Media Transasia, UNAIDS

***Writing***

* + Concepts, Scripts for presentations, audio-video programs
  + Creative writing for brochure, presentation materials etc.

**Additional Skill**

**Audio-Video Production**

##### Capabilities- Conceptualisation, Production functions like shooting, Video and Audio editing, Audio recording, Can handle various Indian languages, Voice-over, Subtitling, Flash based animation, etc.

**Professional Qualifications**

* M.B.A. from Birla Institute of Technology, Mesra, Ranchi
* P.G. Diploma in Journalism & Mass Communication from IGNOU.

###### Other Professional Skills

* Understanding of Photoshop, Pagemaker, Corel Draw, etc.
* Knowledge of Video & Audio editing software.
* Knowledge of Video & Audio recording process
* Understanding of Flash animation
* Graduated from Krishna Shah’s Script Writing Workshop

**Other Info.**

**Languages** English, Hindi

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