Shree Apartment, Sr. No. 32/2K,
Near Bhikoba Tambe School,
Nakhate Vasti, Rahatani,
Pune 411017.

Mob.: +919970359095 Email: armide2012@gmail.com

Yogesh Shankar Mali

Objective: To obtain a challenging position in the area of science, computer information systems where my skills can be utilized in maximizing Company outcome while providing career advancement opportunities.

Education

- **Master of Science in Bioinformatics 2016**
  Bioinformatics Centre, Savitri Bai Phule Pune University,
  Ganeshkhind, Pune411007.

- **Bachelor of Science in Chemistry(Voc. Biotechnology) 2014**
  Fergusson College, Pune-411004.

- **12th State Board 2010**
  S.S.V.M and Junior College, Aundh, Pune-411007.

- **10th CBSE board 2008**
  Army School, BEG & Centre Kirkee, Pune-411003.

Professional Experience

I have an experience of **3 years 7 months** (joining date : 4th July 2016) in Springer Nature Technology and Publishing Solutions.

Roles: Editorial Associate and Peer Review Advisor
Process: Finding Reviewer Team and StoA team.

Responsibilities:

- Screening of manuscript.
- Editing on the basis English grammar, plagiarism.
- Data analysis for Scientific Manuscript.
- Research for finding specific journal for a specific manuscript.
- Client calls for the discussion of betterment of the process and understanding new process.
- Helping the company in setting up the new project.
- Managing the team.
- Finding reviewers for each Scientific Manuscript.
- Communication with editor, reviewers and authors.
- Working on manuscript from end to end process(new submission to publishing of the manuscript)
- Process improvement of new project.
- Providing new ideas for tool improvement in a new project.
- Proactive approach in solving the queries related to manuscript.
- Providing valuable improvisation in pilot project.
- Enhancement of automation tool.
- Mentoring new people to understand the process.
- Handling new journals added to the project.

Technical Proficiency

- Operating System : Windows.
- Microsoft Applications : Word, PowerPoint, Excel.
- Programming Language : R, Base SAS, HTML, PHP.
- Databases : MySQL, MS Access.

Personal Dossier

- Date of Birth : 13 February, 1992.
- Abilities : Good Communication and Presentation ability, Adaptability, Team work
- Languages Known : English, Hindi and Marathi (Mother tongue).
- Hobbies : Playing Basketball, Tasting New Delicacies, Listening Music, Playing Pc games, Travelling.

Declaration

I hereby declare that the above furnished information and particulars are true to the best of my knowledge & belief. I am optimistic that my profile can make me access in a good position in your organization at the earliest.

Thanking you.

Date: Sincerely Yours,

Place: Pune Yogesh S. Mali