



## Contact

### Phone

+91-8652-0560-63

### Email

manalianaje@gmail.com

### LinkedIn

<https://www.linkedin.com/in/manali-anaje/>

## Education

2006-08

12th Class

Mumbai University

2008-11

Bachelor Degree (COM)

Mumbai University

## Expertise

- Editing and Proofreading
- Content Strategy, Technical Writing
- Writing and Content Analysis
- MS Office: Word, Excel, Powerpoint, Outlook
- Spoken & Written English Proficiency
- Fact-checking
- Typing ( 30 WPM) speed
- Soft Skills: Time-Management, Creativity, Critical Thinking.

## Language

English

Hindi

Marathi

# Manali Anaje

## Freelance Editor/Proofreader

Professional freelance editor and proofreader based in Mumbai, India, own 9+ years of experience in the proofreading and editing industry. Excellent reputation for resolving problems and improving customer satisfaction.

## Experience

APR 2013 - DEC 2018

GreenPoint Global Tech. PVT Ltd Navi Mumbai Maharashtra 410206

### Content Analyst

- Ensured the editing and proofreading techniques, construct fascinating and error-free content.
- Evaluated the formatting of page elements such as images, text spacing, and placement to ensure they conform to document requirements and enhance the visual appearance.
- Provided documentation that caters to the reader's needs and conducts the content review.
- Provided project support and train newbies and resolve their technical doubts.
- Multi-task during challenging schedules, and provide quality content in a short period.
- Produced standard writing citation styles: APA, Chicago, CSE, or MLA.

JAN 2018 - SEPT 2021

Tomorrow Genius PVT LTD, Navi Mumbai, Maharashtra 410206

### Content Analyst/Proofreader

- Proofread and edit draft content to ensure grammatical and typographical errors and enhance its readability.
- Reviewed and edited content to maintain its standard and worked under pressure to meet a deadline with an exciting, captivating, and authentic approach.
- Collaborated with tutors regarding documents creation for tutor and student forums, instruction brochures, and curriculum descriptions.
- Compare typeset proofs against original copy to identify errors and editing omissions.
- Performed CMS entry and content publishing task associated with a programming languages (HTML, CSS, MathML).
- Instructed and trained team members, set project milestones, and check the progress of each member's productivity to meet deadlines.

OCT 2021 - Till date

### Freelance Writer/Proofreader/Editor

- During my practicum as a freelancer, I comprehended in-depth about proofreading, editing, and writing unique content.
- Delivered authentic, creative, and unique content to fulfill sale and marketing requirements.
- Performed multi-tasking and delivered excellent proofreading services.
- Brainstormed ways to produce unique and qualitative content to meet clients' requirements.
- Proofread the non-English writers' drafts and evaluated spelling, punctuation, capitalization, tone, emphasis, and grammar to enhance readability.

## Interest

### Writing, and Cooking

Achieving perfection gives people an immense sense of satisfaction. Writing and posting my thoughts on social media have contributed to and impacted my life. I revel in it and feel contented when I do it.

When I am not writing, I do cooking. It is said well by someone: writing and cooking ought to be focused, which is why it is analogous to meditation. It has engrossed me on a certain level.