

# Piyush Sarkar

Current Residence: Guwahati, Assam  
Date of Birth: July 5, 1995

Contact Details:  
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**PROFILE SUMMARY:** I am a content writer and editor with additional experience in customer service and IT infrastructure support. As an academic editor, I seek to apply my skill set to help researchers from various fields present their work with better clarity.

## PROFESSIONAL EXPERIENCE

### Freelance Academic Editor

**December 2021 - Present**

Key Responsibility Areas:

- Editing academic manuscripts from diverse subject areas including engineering, medicine, and humanities
- Formatting manuscripts according to target journal guidelines (familiar with APA and CMOS)

### Language Quality Controller with Wallace Academic Editing

**May 2022 - September 2022**

Key Responsibility Areas:

- Editing academic manuscripts for grammar and language usage
- Applying styles according to journal guidelines

### Editorial Feedback Specialist (Contractual) with Cactus Communications

**Mar 2021 - May 2022**

Key Responsibility Areas:

- Creating quality index reports to provide constructive feedback to editors based on edit quality

### Scientific Reviewer (Contractual) with Cactus Communications

**Dec 2020 - Feb 2021**

Key Responsibility Areas:

- Reviewing edited research papers/manuscripts to ensure they are ready for submission to target journals
- Sharing constructive feedback to editors based on edit quality

### Freelancer (Content Writing)

**2016-2020**

Key Responsibility Areas:

- Writing content for websites and blogs of varying domains
- Performing online research on themes and incorporating the facts and figures in write-ups
- Editing and conceptualization of articles

**Associate Technical Engineer at IBM India Pvt. Ltd.**

## **March 2019 - November 2019**

### Key Responsibility Areas:

- Interacting with clients and support teams to schedule and coordinate hardware changes on servers
- Raising and tracking changes and work orders to be performed
- Installing additional space on server disks, resolving high space issues on servers
- Monitoring active processes on Windows servers
- Migrating virtual machines on vCenter
- Installing monthly patch updates on Windows servers using Shavlik and Bigfix
- Workload management
- Imparting process knowledge to new joiners

## **Customer Service Executive at iEnergizer**

**May 2018 - March 2019**

### Key Responsibility Areas:

- Interacting with customers over chat and email
- Resolving issues related to customer experience and technical glitches
- Imparting process knowledge to new joiners

### Achievements:

- Recognized as “Star Performer” within 2 months of employment
- Ranked among top performers in 3 consecutive months

## **EDUCATION**

### **B.Tech. (ECE)- Maharishi Dayanand University, Rohtak (2013-2017)**

- Been an active participant in extracurricular activities like debates, group discussions, poster making, and coordinating annual college events

### **12th Grade - Central Board of Secondary Education (2013)**

- Participated in literary activities like debates and group discussions, and played in school-level badminton tournaments
- Was awarded "Best Litterateur" for good writing and participation in literary events

### **10th Grade- Central Board of Secondary Education (2011)**

- Led one of the four houses in the school
- Participated and won in debate competitions and quizzes
- Coordinated different school events like Annual Day, Teachers’ Day, and Farewell Meet

## **SKILLS & EXPERTISE**

### **Writing, Editing, and Online Research (Intermediate to Advanced)**

- Content Writing
- Copyediting

- Academic Editing
- Formatting
- Online Research

**MS Word, PowerPoint, and Excel (Intermediate)**

**Public Speaking and Presentation (Intermediate)**

**ADDITIONAL PERSONAL INFORMATION**

Father's Name	Prafulla Chandra Sarkar
Mother's Name	Gita Rani Sarkar
Current Address	44, Gobindanagar, Lalganesh, Guwahati, Assam. PIN: 781034
Permanent Address	44, Gobindanagar, Lalganesh, Guwahati, Assam. PIN: 781034
Nationality	Indian
Languages Known	English, Hindi, Bengali, Assamese