**Mahtab Ali Larik**

Copyeditor and Proofreader

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**About Me**

Experienced Copyeditor and Proofreader with over three years of dedicated service in the field of editorial excellence. Adept at meticulously reviewing and refining written content to ensure clarity, coherence, and grammatical accuracy. Proficient in utilizing wide range of citation styles, with a particular expertise in the Chicago Manual of Style 17th edition and AP Stylebook. Consistently delivering high-quality error free document that meet client expectations. Proven ability to enhance readability and maintain consistent style while upholding editorial standards. Committed to precision, detail, and maintaining a key eye for linguistic nuances.

**Employment History**

**English Medium Institute, Jamshoro**

**FEBRUARY 2020 – JUNE 2022**

In my role at the English Medium Institute, I excelled as a Copyeditor and Proofreader, consistently elevating content quality and providing guidance to academics, polishing their writing skills.

**Education**

**Environmental Science, University of Sindh Jamshoro, Jamshoro**

**JANUARY 2019 – DECEMBER 2022**

Graduated with high CGPA in environmental science from the University of Sindh Jamshoro.

**English Language, Government Degree College, Naushahro Feroze.**

**AUGUST 2016 – JUNE 2018**

Completed degree in English grammar and structure with A grade.

**Skills**

* Keeping attention to details
* Excellent English writing skills
* Expert at Various Style Guidelines
* MS-Office and other digital computer skills
* Expert at using Microsoft Track change Tool
* Content writing
* Project time management
* Ability to work in team
* English (Fluent Level)
* Sindhi (Fluent Level)
* Urdu (Fluent Level)

**Languages**

Details

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**Personal Information**