

**NEHA KUMARI**  
**PROFESSIOANL FREELANCE INDEXER**

**ADDRESS** - Phulhara, Kalyanpur Chowk, Samastipur, Bihar

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**OBJECTIVE**

*Providing high-quality back-of-the-book indexing and CUP-XML indexing services for all types of non-fiction publications related to the field of social sciences, humanities, finance, management, medicine, and sciences & technology*

**CAREER & SKILL SUMMARY**

- 8 years experience of delivering high quality indexes within budget and timeline.
- Excellent reading comprehension and analytical skills
- Ability to quickly and concisely index all types of non-fiction publications
- Proof reading skills
- Excellent computer skills
- Self-motivation - ability to work independently with limited supervision and prioritize critical deadlines.

**EDUCATIONAL QUALIFICATION**

- **BCA from** Maulana Mazharul Haque Arabic and Persian University, Patna, Bihar (2013)
- Post Graduate Diploma in Journalism from AMU, Aligarh (2014)

**TRAINING**

- 60 Days Training on Book Indexing at SPI Technologies, Chennai, 2014

**WORK EXPERIENCE**

**Freelance Indexer**

**-Dec-2018 to Till Date**

**Client-**

-Book packages, Book publishers, Authors and organization,

**Roles & Responsibilities** – Back-of-the-book indexing and journal indexing for several leading publishers operating in engineering, biological sciences, physical sciences, chemistry, and humanities domains

**SPi Technologies**

**-July-2014 to Nov 2018**

**Designation**

**-Book Indexer**

**Roles & Responsibilities** – Back-of-the-book indexing and journal indexing for several leading publishers operating in engineering, biological sciences, physical sciences, chemistry, and humanities domains

**SPECIALITIES**

Sciences, Medicine, Biology, Engineering, Social Sciences, Management, Finance

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## RECENTLY HANDLED INDEXING PROJECTS

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### Legal indexing projects

- 1) Counseling California Corporations, CEB
- 2) California Basic Practice Handbook, CEB
- 3) Trade Secret Practice in California, CEB
- 4) Forming California Common Interest Vol. 1 & 2, CEB
- 5) California Civil Writ Practice Vol. 1&2, CEB
- 6) California Real Estate Finance Practice: Strategies & Forms Vol. 1 & 2, CEB
- 7) California Will Drafting, CEB
- 8) Secured Transactions in California Commercial Law Practice, CEB
- 9) Advising California Partnerships, CEB
- 10) California Government Tort Liability Practice, CEB
- 11) Jefferson's California Evidence Benchbook, CEB
- 12) Civil Procedure Before Trial, CEB
- 13) Municipal Law Handbook, CEB

### Science, Technology, and Medicine projects

- 14) THIEME Atlas of Anatomy
- 15) Textbook of Pharmacology by Prasan R. Bhandari, Thieme
- 16) K-Wiring by C. Rex, Thieme
- 17) Challenges in the Pandemic by Dr Chris DeSouza, Thieme
- 18) Cleft Orthodontics: A Holistic and Interdisciplinary Approach by Om P. Kharbanda, Thieme
- 19) An Approach to Successful Stapedectomy by B. M. Gupta, Thieme
- 20) Neurosurgery Updates-Controversies in Vascular Surgery, Thieme
- 21) Robotic Gynecologic Surgery, Thieme
- 22) Case Studies Across the Continuum- A Physical Therapists Perspective, Thieme
- 23) Essentials of Anesthesiology for Undergraduate, Thieme
- 24) Essentials of Clinical Examination-9th Edition, Thieme
- 25) Principles of Facial Reconstruction, 3e, Thieme
- 26) Practical Approach to Glaucoma, Thieme
- 27) Computer Navigated and Handheld Robotic Knee Arthroplasty, Thieme
- 28) Split Cord Malformations, Thieme
- 29) Practical Approach to Pediatric and Adolescent Endocrinology, Thieme
- 30) Dermal Fillers: Facial Anatomy and Injection Techniques, Thieme
- 31) The Art of Refractive Surgery, Thieme
- 32) Plastic Surgery V, Thieme
- 33) How NOT to Review a Medical Paper, Thieme

### Social Sciences indexing projects

- 34) INTEGRAL Education
- 35) Educating India
- 36) [Sri Aurobindo and the Literary Renaissance of India](#)
- 37) IN AND OUT OF STEP
- 38) [Compliance Made Simple Seriously](#)
- 39) WRITING the NOVELLA
- 40) [Women and the Military: Global Lives in Focus](#)
- 41) Teaching in Rural Places, Routledge
- 42) [Localizing Global English: Asian Perspectives and Practices](#), Routledge
- 43) [Tourism Marketing in Bangladesh: An Introduction](#), Routledge
- 44) [The Politics of Gun Control](#), Routledge
- 45) [Ramified Natural Theology in Science and Religion](#), Routledge
- 1) [Making an Impact on Mental Health and Illness](#), Routledge
- 2) [Medical Conditions Affecting Pregnancy](#), Routledge
- 3) [Dropping the Baby and Other Scary Thoughts](#), Routledge
- 4) [Game Science in Hybrid Learning Spaces](#), Routledge
- 5) [A New Model for Housing Finance](#), Routledge
- 6) [Using Evidence in Policy and Practice](#), Routledge
- 7) [Federalism and the Courts in Africa](#), Routledge
- 8) [Sport, Welfare and Social Policy](#), Routledge
- 9) [Legal Challenges to the Far-Right](#), Routledge

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**INDEXED BOOKS PUBLISHED BY REPUTED PUBLISHERS**

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- Routledge
- Springer
- Elsevier
- Taylor & Francis Group
- Informa
- McGraw-Hill
- Wolter Kluwer Health,
- Syngress Publishers

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**SAMPLE INDEXES**

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- It is available upon request.

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**REFERENCES**

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- Excellent references available on request.

**RESPECTFULLY**

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**PLACE: SAMASTIPUR, BIHAR**

**NEHA KUMARI**