



Sreejith Nair, PMP

Personal info

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Sreejith Nair,
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Profile

I am good with words. I am also extremely curious and passionate about science. Currently, I use these traits to help scientists around the globe disseminate their work to a wider audience.

I work for a company that forms the nexus between scientists and scientific journals. Although my current role is that of an Assistant Manager in the Ops division, I have donned several hats in the 5 years that I have spent at Crimson. I have worked as an editor. I have worked as a Quality Analyst and helped in the recruitment and retention of freelancers with a stellar performance. I have also been a mentor to different members of my team.

Since the past two years, I have been managing my own team; we cater to the demands of a few high-value B2B clients. I also act as a consultant to the Inside Sales, Project Management, and Client Servicing teams.

Handling multi-disciplinary projects has made me realize my professional worth, which can be summed up as follows:

- I love coming up with solutions to complex problems
- I am the first one to shoot down ideas that do not seem practical
- I am the last one to give up on an idea if I think it can lead to better results
- If need be, I can strike up a conversation and engage the most skeptical client/colleague
- I can always see the big picture
- I am always the calm one and take challenges head on (clichéd, I know)
- I excel at multi-tasking

I truly like what I do and would love to connect with like-minded people. I am extremely fond of music. Favorite genres: grunge, progressive rock, alternative, and indie.

I am a HUGE photography enthusiast, and I see it as my creative outlet. If interested, you can check my work here: www.memoryjar.in

Work experience

07/2017 - present

Assistant Manager

Crimson Interactive, Mumbai, India

- Building and implementing team strategy (Monthly/Quarterly/Annual)
 - Quality management for multiple projects
 - Project management for multiple B2B clients
 - Building quality procedures and protocols in compliance with the industry standards
 - Report to top management on updates and improvement
 - Driving high-level meetings and improvement of operations
 - Coordinating with other teams for developmental projects and new products/services
 - Reviewing overall team performance and KPIs; aligning team with the company's vision
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Work experience

- Team capacity planning/Daily/Forecasted capacity planning
- People management
- Performance/Appraisal review (Quarterly/Annual)
- Designing and publishing team metrics to track team performance at an organizational level
- Conducting training sessions for existing and new team members - career progression
- Trend analysis (team/organizational level)
- Driving client calls

12/2016 – 07/2017

Team Lead

Crimson Interactive, Mumbai, India

- Reviewing team performance (monthly, quarterly, and annual basis)
- Managing annual appraisals and bonuses
- Team leave and attendance management
- Recruitment management (interviews, designing tests)
- Quality Management
- Delegation of work based on bandwidth and project
- Designing and releasing team metrics on an organizational level
- Conducting internal meetings

07/2015 – 12/2016

Senior Quality Analyst

Crimson Interactive, Mumbai, India

- Reviewing team performance and preparing reports for the junior members
- Managing recruitment/retention of high-quality freelance editors
- Rolling out surveys to gauge the overall health of the freelance editor database
- Conducting training sessions for existing and new team members
- Delegation of tasks to different members of the team
- Preparation of the annual and monthly strategy for the team
- Preparing team metrics on an organizational level
- Conducting internal meetings
- Testing new protocols and giving feedback to the IT and Project Management teams for streamlining operations

04/2014 – 07/2015

Business Associate, Editorial Research and Consultation

Crimson Interactive, Mumbai, India

With a shift in my domain, I was more closely involved in the operations management of the editorial division. Responsibilities included the hiring and quality management of freelance editors, providing timely and effective feedback to freelance editors, conducting training sessions for editors, revamping redundant protocols, and editing life sciences and medicine-related manuscripts

07/2013 – 04/2014

Associate Research Editor

Crimson Interactive, Mumbai, India

I was responsible for editing manuscripts written by ESL authors. Because I have a background in Biotechnology, the documents I edited were primarily related to various life sciences-related subject areas. I also edited manuscripts pertaining to the broad subject of Clinical Medicine. My responsibilities included editing manuscripts while ensuring that client requirements are met, maintaining the in-house style and protocols for every assignment, and liaising with the project management team to deliver good quality manuscripts

Education

06/2011 – 03/2013

MSc Biotechnology

SIES College of Arts, Science and Commerce, Mumbai, India

06/2008 – 03/2011

BSc Biotechnology

SIES College of Arts, Science and Commerce, Mumbai, India

Skills

Project Management



Quality Management



Team Management



Stress Management without having a nervous breakdown



Analytical Skills



Software

Microsoft Word



Microsoft Excel



Soft Skills

Conflict Resolution



Negotiation



Patience



Listening



Speaking



Skills that are not usually added as part of a CV (important though)

Sense of Humor



Curiosity



Languages

English

Native

Malayalam

Native

Hindi

Native

Marathi

Limited

Teen Slang (gibberish spoken by Generation Z)

Elementary

Certificates

02/2018



PMP

PMI

<https://www.youracclaim.com/badges/g31898b8-gccb-4ccb-8305-32a6fg23ec2b>

Awards

04/2017



Most Client Oriented Employee

Crimson Interactive

Strengths

Ability to learn from mistakes

Punctual

Attention to detail

Ambitious

Fast learning

Helping

Mentoring

People skills

Respectful

Responsibility

Honesty

Integrity

Logical thinking

Love of learning

Practical

Multitasking

Hobbies



Traveling



Photography



Music



Movies



Web Surfing