**Virendra Ramesh Naik**

**E-mail:** virendranaik76@gmail.com; virendra\_16@yahoo.com**; Contact:** 91-9892773074 / 91-9110263736

**Address:** B–404, Gayatri Shivam, 90 Feet Road, Thakur Complex, Kandivali-East, Mumbai – 400101, Maharashtra, India

**LinkedIn:** <https://in.linkedin.com/in/virendranaikmylinkedinprofile>

**Professional Preface**

* An astute, competent, and seasoned professional with more than 15 years of experience in editing and publication.
* Professional experience in editing manuscripts of non-native authors specializing in biomedicine and life sciences.
* Well versed with American Medical Association (AMA) and American Psychological Association (APA) style guides.
* Qualified with Board of Editors in the Life Sciences (BELS) Certification, Postgraduate Diploma in Bioinformatics, and M.Sc. in Microbiology.
* Excellent communication skills and can relate to people from all social backgrounds.

**Areas of Expertise**

**Editing**

* Edit, format, and proofread manuscripts and book chapters for language, readability, consistency, logical structure, and compliance with formatting and technical requirements.
* Have handled manuscripts from various subject areas like medical sciences, life sciences, environmental & agricultural sciences, medicine + social sciences combination (psychology/public health/nursing), chemistry, and physics.

**Managerial - Operations**

* Manage a team of language editors and copy editors for Elsevier and SAGE projects.
* Provide timely feedback and guidance to ensure productivity and quality standards are met.
* Co-ordinate with the workflow process team in managing operational issues and client deliveries.
* Communicate with the client project managers and senior supplier managers on new projects and deliverables.
* Assist the HR team in recruitment through screening of candidates and conducting technical round of interview.

**Publication Support**

* Manage manuscript publication projects through author interaction and co-ordination with appropriate experts.
* Review of journal selection reports, edited manuscripts, and formatted artwork files.
* Educate authors on issues like publication ethics, conflicts of interest, authorship, peer review, and manuscript acceptance processes.

**Employment Scan**

**January 2023 to Present Date – Freelance Language Editor**

**⇒** Performlanguage editing for academic manuscripts.

**June 2016 to January 2023 as Deputy General Manager – Editing Operations with Cosmic Strands ePublishing Pvt. Ltd., Bengaluru, India**

* Manage a team of language editors and copy editors for efficient language editing and delivery of pre-acceptance and post-acceptance academic journal articles from Elsevier and books from SAGE Publications
* Assist in recruitment of language editors by conducting initial technical rounds of assessments/interviews.

**Oct 2015 to June 2016 with Editage, Cactus Communications Pvt. Ltd., Mumbai, India**

* Freelance Editor and Publication Support Specialist

**Oct 2004 to Oct 2015 with Editage, Cactus Communications Pvt. Ltd., Mumbai, India**

Sep 2010 to Oct 2015Project Manager,Publication Support Services team, Editage

Oct 2004 to Sep 2010 Senior Associate Editor, Medicine & Life Sciences team, Editage

*Key Deliverables as Project Manager, Publication Support*

* Effective communication with global authors to understand their requirements and manage their publication projects.
* Assist authors in coordination with journal editors and publishers for delayed peer review and post-acceptance processes (copyright transfer, PDF galley proof, etc.).
* Thorough proofread of final manuscript and artwork to ensure compliance with journal formatting and submission requirements before completion of submission.
* Coordination with internal delivery teams and external freelancers for on-time delivery of edited manuscripts, formatted artwork files, and journal selection & peer review reports.

*Key Achievements*

* Successfully guided authors in publishing their articles in prestigious journals like PLoS One, American Journal of Physiology, Veterinary Microbiology, Scientific Reports, and Journal of Renewable and Sustainable Energy.

*Key Deliverables as Senior Associate Editor, Medicine & Life Sciences*

* Edit and review manuscripts written by non-native authors. Format manuscripts according to the journal formatting guidelines.
* Provide feedback and mentor freelance editors.

**Jun 2004 to Oct 2004 with Novacel Life Sciences Ltd., Mumbai, India, as Research Officer (Microbiology)**

*Key Deliverables*

* Applied research on biocides manufactured by Novacel Life Sciences Ltd.

**Jun 1999 to Oct 2003 with Excel Industries Ltd., Mumbai, India, as Scientific Officer (Microbiology)**

*Key Deliverables*

* Applied research on biocides imported from Avecia Biocides, Manchester, United Kingdom.
* Prepare technical literature and biocide performance reports for support to sales & marketing team.

**Publications**

* Naik V, Varde S, Hindlley P, Yeates T, Kundu S. Study of a biocide (Vantocil–IB) for aerial and surface disinfection. Asian Journal of Microbiology, Biotechnology & Environmental Sciences 2003;5:483-486.
* Naik V, Pathare NA, Raheja BS. Microbiological profile of lower respiratory tract infections in patients with diabetes mellitus. Journal of the Diabetic Association of India 1998;38:36-40.

**Presentation**

* Naik V. Bacteriological diagnosis of nosocomial pneumonia following prolonged mechanical ventilation. Poster presentation at XXIst National Congress, Indian Association of Medical Microbiologists, Solapur, India, December 18-20, 1997.

**Scholastic Achievements**

**Board of Editors in the Life Sciences (BELS) Certification**

Board of Editors in the Life Sciences, USA, December 2009

**Postgraduate Diploma in Bioinformatics**

Global Enterprise Infotech Solutions, Mumbai, India, January 2004

**M.Sc. [By Research] in Microbiology**

University of Mumbai, Mumbai, India, June 1999

*Thesis: “Evaluation of Antibiotic Combinations for Lower Respiratory Tract Infections in Patients with Diabetes Mellitus”*

**B.Sc. in Microbiology**

University of Mumbai, Mumbai, India, June 1996

**Personal Information**

**Date of Birth :** September 16, 1976

**Interests** : Reading, Music