

RITU AMRITA

Professional Indexer

www.bookindexingservices.com



Certificate of Completion of
ASI Training Course



TYPE OF WORK AND WORK SETTING

Subject Index
Author/Name Index
Database Index
Encyclopedia Index
Index Formatting/Editing
Page Number/Folio Update

SPECIALTIES

Academic monographs
Scientific
Technical and Medical (STM)
Humanities
Management
Economics

PLATFORMS

Cindex, MS WORD

CONTACT



+91 9944930607



rituamrita09@gmail.com
ritu@bookindexingservices.com



LinkedIn-
[in/ritu-amrita-a844331a/](https://www.linkedin.com/in/ritu-amrita-a844331a/)

PROFILE

A professional back-of-the-book indexer with over fourteen years of experience. I have successfully completed all four modules of the American Society for Indexing (ASI) training course and have indexed hundreds of books on a wide variety of topics covering humanities, management, soft sciences, and hard-core STM. I always look forward to working on each title with the goal of creating the most effective and reader-friendly index possible, delivered on time and with careful attention to detail.

Have worked for and with various global publishers such as Taylor & Francis Group, Harper Collins, Elsevier, Cengage, Springer, Macmillan, John Wiley & Sons, and CABI.

EXPERIENCE

Freelance Indexer

05/2015–Present

More than 350 books
Working directly with authors/publishers
Working as a sub-vendor to pre-press vendors

Indexer

SPI Global
03/2013–05/2015, Puducherry

Junior Indexer

SPI Global
02/2008–11/2008

EDUCATION

M Sc (Biotechnology)

Bangalore University, Bangalore
05/2005–05/2007

B Sc (Botany)

Vinoba Bhawe University, Bokaro
05/2002–04/2005