



SANJIV KUMAR SINHA

PROFESSIONAL INDEXER

www.bookindexingservices.com

PROFESSIONAL QUALIFICATION

Certificate of Completion of ASI Training Course.

PROFESSIONAL AFFILIATION



TYPE OF WORK AND WORK SETTING:

Subject Index
Abstract Writing
Author/Name Index
Database Index
Encyclopedia Index
Index Formatting/Editing
Journal Index
Page Number/Folio Update
Periodicals Index

SPECIALTIES

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

PLATFORMS

Cindex
MS WORD
LaTeX (BaKoMa and Overleaf)
InDesign
Pdf

CONTACT

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SOCIAL

LinkedIn - [in/sanjivkumarsinha/](https://in.linkedin.com/in/sanjivkumarsinha/)
Facebook - Sanjiv2708

ABOUT

A professional indexer with around twenty years' working experience in subject and name indexes, author indexes, embedded indexes, abstracting, and glossary making, covering humanities, management, soft sciences, and hard-core STM. I have successfully completed all four modules of the American Society for Indexing (ASI) training course. Have worked for and with various global publishers such as Taylor & Francis Group, Cambridge University Press, Elsevier, Cengage, Pearson, Springer, Macmillan, John Wiley & Sons, Inc., Bloomsbury Publishing Plc.

WORK EXPERIENCE

Freelance Indexer

2019–

- More than 450 books
- Working directly with authors/publishers
- Working as a sub-vendor to pre-press vendors

Lumina Datamatics Ltd.

Lead Manager, Typesetting, 2012–2019

- Managing the Editorial Team (Editors, Proofreaders, and Indexers)
- Training and Mentoring
- Daily Production Life Cycle and Quality Supervision
- Process and Tool Improvement Responsibilities

Integra Software Services Pvt. Ltd.

Assistant Manager, Indexing, 2007–2012

- Managed a team of 20 in-house indexers and freelancers and an image enrichment team of 10 members.
- Conducted root cause analysis of complaints and implemented preventive and corrective actions to resolve issues.

SPi Global

Senior Indexer, 2005–2007

Inodata Inc.

Associate, Indexing and Abstracting, 2003–2005

EDUCATION

PGDBM - OPERATIONS

Symbiosis | 2004 - 2006

BACHELOR OF SCIENCE - PHYSICS

Vinoba Bhave University | 2002

AWARDS

Diversity Champion

Integra Software Services | May 2010

Value Practitioner Award

Integra Software Services | April 2011

Best Trainer Award

Integra Software Services | September 2012

Datamatics Merit Award

Lumina Datamatics | June 2014

Datamatics Excellence Award

Lumina Datamatics | August 2018