

# SNEHA MAKHARIA

## Personal Statement

My career objective is to utilize my comprehensive understanding of language and its subtle nuances to help writers express and narrate better. I have a passion for reading books and have read over 1000 books across genres with a specific interest in critically acclaimed writers and books through platforms like Booker Prize, Man Booker, Pulitzer, and more. This has helped me develop a keen sense of storytelling, understanding and identifying story gaps, nuanced and polished language and calibrating the pace and momentum of the story. This has helped me subsequently to turn my passion into my vocation, where I have edited over 80 books, working as a freelancer with Vishwakarma publications, OrangeBooks Publication, Zorba Books, Brand Inspire and Clever Fox Publishing across genres, making it over one book per month that has been published online and offline. I believe in constantly evolving and upgrading my skills by reading more and learning more in between my international relocations through certified MOOCs.

With a background in public relations, where I have worked for over five years in client servicing, I was exposed to much writing, which has made me sharpen my written and verbal communication repertoire—writing press releases, pitch proposals, corporate profiles, website content, articles, reports and newsletters made up most of my day, along with face-to-face client servicing.

## Education

Degree/Courses	Institute/University	Marks / %	Year
The Complete Punctuation Course: English Writing - Grammar	TJ Walker - Udemy	Pursuing	Current
Punctuation Mastery	Shani Raja - Udemy	Complete	July 2022
Editing Mastery: Editing writing to perfection	Shani Raja - Udemy	Complete	March 2022
Editing Fiction	The Publishing Training Centre [UK]	Completed	September 2021
Verb Tenses and Passives	UCI [University of California, Irvine]	Completed	November 2018
Noun Clauses and Conditionals Verb Tenses and Passives	UCI [University of California, Irvine]	Completed	November 2018
Conjunctions, Connectives, and Adverb Clauses	UCI [University of California, Irvine]	Completed	November 2018
Post Graduate Diploma in Public Relations	Bharatiya Vidya Bhawan, Kolkata	70% (2nd position)	2004 - 2005
B.A (Hons) Psychology	Lady Shriram College for Women	67%	2000 - 2003
I.S.C. (XII)	Mayo College Girls School, Ajmer	92%	1999 - 2000
I.C.S.E. (X)	Mayo College Girls School, Ajmer	82%	1997 - 1998

## Work Experience

**Translation of a book from Hindi to English titled Criminals in Uniform to be published on 28<sup>th</sup> January 2023 by Harper Collins India**

Freelance editing work for Vishwakarma Publications Pvt. Ltd and authors since 2016. Also done some editing work for Blue Rose Publications. Editing also for OrangeBooks Publication, Clever Fox Publishing, Zorba Books and Brand Inspire.

### **List of some of the edited books -**

1. The Whispers of Wind (Jigme in Bardo) – Dr. Kamal and Wolfgang Hirsch
2. In His Wake: Pain.Death.Retribution – Kris Gade
3. The Curse of Magdala – Col. Ashutosh Kale
4. The Honeymoon – Dr. Pradeep Kapoor
5. Crown of Tijara – Hema Myers Sood
6. A Break in Love – Rrashima Swaarup Verma
7. Prime Time Crime - Vrushali Telang
8. Spectre of Choor Dhar - tales from the mountains - Avay Shukla
9. Family Secrets - Jayant Swamy
10. Twice it happened - Gita Viswanath
11. Cross Connection - Seema Punwani
12. Inspector Chougale - Meeran Bowankar
13. Cops In A Quagmire - Sunil Ramanand
14. The Hawa Mahal Murders - NJ Kulkarni
15. State of Grace – Neena Desia Om
16. Bombay Hangovers- Rochelle Potkar
17. Presentations - an Art & Science - Mr. Satish Ranade
18. Enrich Life - Preeti Pathak
19. Seconds Later – Vani Kaushal
20. Unlock The Real You - Nim Gholkar
21. Water Governance & Economics - Dr.Mangesh Kashyap
22. Anecdotes of a White Collared Slave - Aashish Gupta
23. Bitter Sweet - Rajesh Konsam
24. A Marketplace for Murder - Debleena Majumdar
25. A Bad Place - Mayur Didolkar
26. Once A Soldier - Capt.Nitin Joshi
27. Not Exactly Love - Anindita Sengupta
28. Uber  
Legen - Vishnu Amit Shankar
29. Children Without Parental Care: Protection, Safeguards & Best Practices - Jagannath Pati
30. From Son to Stranger: Coping With Loneliness - Ritu Lalit
31. God is Universal - Rajinder Kaur Johal
32. The Other Side Chronicles - The impending war - Chinmay Rastogi
33. Vedic Warriors - Rituraj Sharma
34. In This Life or the Next - Menaka Ramakrishnan
35. A Fly On The Cartwheel - Bhupendra Suri
36. The Reluctant Debutante - Vibha Batra
37. A Closer Look In The Mirror – Vardhaman Jain
38. When Krishna Was Cursed – Rohan Vinayaa
39. Vapour Trails – Abdul Qadir
40. This Delicious Life – Lekshmi Gopinathan
41. Being Me... A Woman In Progress 24x7 – Kshipra Narain
42. A Life Of My Own – Rupangi Sharma

**Vitcom Consulting Pvt. Ltd – Senior Associate – [13<sup>th</sup> July 2009 –February 2011]**

**Communications 2.0 Pvt. Ltd., Consultant – [August 2005 – January 2009]**

#### **Summary –**

Specialized in all aspects of client servicing, New Business Development & day – to – day management of PR accounts.

#### **Key Clients [Past] -**

- Servicing Tata Sky + and Etisalat DB Telecom India Pvt.Ltd in Chennai
- Account Head for Hasbro clothing Pvt. Ltd.

- Account Head for Fashion/ Entertainment and Lifestyle accounts – **85 Lansdowne** (The destination Fashion store of Kolkata housing 43 designers from all over India, the likes of Sabyasachi / Anamika Khanna )/ **Soho& Mezza** (Lounge & Restaurant) / **Vizyon** (A fashion store housing international labels )/ **Nikhar Sarees** by Usha Maheswari
- Joint Account Head for a corporate client – Birla Sugar
- Account Head for an ATO/NGO– Sasha

#### **Key Projects Undertaken –**

- Launch of Hasbro Clothing Pvt. Ltd. revamped retail brand Basics Life
- Realty Expo & conference 2008 organized by CREDAI Bengal
- Eyecatcher's Hair show in association with Loreal titled 'Looks can kill'
- NIIT Imperia event with Vishwanathan Anand
- Nokia's Durga puja bash with Shahrukh Khan
- Marriage & Vogue by The Telegraph group [Fashion Show & Exhibition]
- Launch of Worldspace satellite radio in Kolkata
- StreaX Unish Kuri Glam Hunt'08
- Launch of a fashion store – Sansa
- Mrs. India World – Kolkata Auditions
- Launch of Cinema Paradiso by renowned actor Kamal Hassan
- Launch of an Art Gallery – Gallery Sanskriti at its new address
- Launch of the city's first E- Mall, Technocity
- Launch of Wills Lifestyle's - 'Ramps to racks' with Manish Malhotra in Kolkata
- Launch of the retail label 'UM' in Kolkata & Pan India consequentially
- Crafts, Textile & Food Fair - Eastern Region organized by Fair Trade Forum India

#### **Volunteer Experience**

- Authored company profiles and other pages for small and medium businesses (Makson Auto Hirers), restaurant (Makkhan Maar Ke), social media food blog Arpita's Foodpod[ Blog] and [www.surprises.in](http://www.surprises.in) [Online retail]
- Led the contribution to Nelson Mandela Foundation for national initiative '67 blankets' at Johannesburg, South Africa
- Taught basic learning skills to mentally challenged children at Model School, New Delhi, as part of "Kirti", the **Social Service** initiative undertaken in college
- Was an active volunteer at "Muskaan", a society for the mentally challenged
- Counselling parents about the concept of computer education for children from 3- 13 years and helped children learn Windows at I.T Kids, Kolkata

#### **Extra–**

- Participated in artisanal fairs and exhibitions representing Indian handmade Katha

**curricular  
Activities**

scarves in Johannesburg, South Africa

- Led the annual cultural event collaborating with 20+ or and attended by over 500 members
- Member of the **Quizzing Society** and the **Projects Society** at Lady Shriram College
- Active participation in all **Music & Dance** competitions undertaken at the school level
- Member of the School's **Swimming Team**, representing it at the District level
- Member of the **Nature Club** and the **Film & Quiz Society** at Mayo College Girl's School

**Awards**

**Honour Certificates for Academic Performance in class X, XI & XII**

**Interests and  
activities**

- Avid reader
- Fond of travelling
- Knitting

**Computer  
Literacy**

- Fluent with Microsoft Suite

**Personal  
Details**

**Permanent Address** Flat no -S – 703, Topaz park, Park street, Wakad,  
Pune - 411057

**Cellular** - + 91 7030506969

**Email** - sbawari@gmail.com

**Date of Birth** - 17<sup>th</sup> August 1982

**Gender** - Female