

NAMRA AMJAD

EBOOK EDITOR | CONTENT PUBLISHER | DIGITAL CONTENT SPECIALIST

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PROFESSIONAL SUMMARY

Detail-oriented eBook Editor and Content Publisher with 32 months of combined experience preparing manuscripts and digital content for publication. Experienced in copyediting, proofreading, line editing, manuscript formatting, metadata review, CMS publishing, revision control, and final quality assurance. Able to improve grammar, clarity, structure, tone, and consistency while preserving the author's voice and meeting brand guidelines. Brings a computer science background, strong digital file management, remote collaboration skills, and a dependable approach to deadlines and publishing accuracy.

EDITORIAL, PUBLISHING & TECHNICAL SKILLS

Editing & Language: Copyediting, proofreading, line editing, grammar, spelling, punctuation, sentence structure, readability, tone, voice consistency, style consistency, fact and reference checks.

eBook & Manuscript Preparation: Manuscript cleanup, heading styles, page breaks, front matter, back matter, table of contents review, document formatting, PDF/eBook preview checks, publication readiness.

Digital Publishing: CMS publishing, content uploads, content scheduling, web formatting, titles, descriptions, categories, tags, hyperlinks, keywords, metadata, basic SEO and post-publication updates.

PROFESSIONAL EXPERIENCE

eBook Editor | Global Book Publisher | Pakistan | Oct 2022 - Mar 2024 (18 months)

- Copyedited and proofread eBook manuscripts for grammar, spelling, punctuation, clarity, sentence flow, tone, structure, terminology, and consistency.
- Line-edited content to improve readability and organization while preserving the author's intended meaning, style, and voice.
- Prepared manuscripts for digital publication using consistent headings, paragraph styles, spacing, page breaks, front matter, back matter, and table-of-contents checks.
- Reviewed titles, subtitles, book descriptions, author biographies, keywords, categories, and supporting metadata for accuracy and publication readiness.

Content Publisher | CULTUREYES Market | UAE - Remote | Apr 2024 - May 2025 (14 months)

- Published, scheduled, updated, and maintained digital content through remote CMS workflows, ensuring accurate formatting and on-time delivery.
- Applied headings, subheadings, categories, tags, links, images, descriptions, keywords, and metadata according to publishing and brand requirements.
- Edited and proofread web and marketing content for grammar, clarity, consistency, audience relevance, and a professional brand voice.

EDUCATION

MSc in Computer Science | Virtual University of Pakistan | 2019

Relevant focus: programming, graphic design, digital marketing, web technologies, information systems

Bachelor in Computer Science | Bahauddin Zakariya University, Pakistan | 2017

Academic foundation in computer applications, software concepts, database.

LANGUAGES

Urdu - Fluent | Punjabi - Fluent | Hindi - Fluent | English - Basic | Arabic - Basic