



HASSAM ALI KHAN

eBook & Amazon Publishing Expert

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📍 Karachi, Pakistan

Core Skills

- eBook Production
- Proofreading & Editing
- eBook Formatting
- Layout & Typography
- Quality Assurance
- Publishing Readiness
- Production Workflow Management
- Team Leadership
- Project Management
- Client Coordination
- Training & Mentoring

Publishing Platforms

- Amazon KDP / Kindle
- Barnes & Noble Press
- Apple Books
- Google Play Books
- Kobo
- 10+ additional digital publishing platforms

Professional Summary

eBook production and publishing professional with 4 years of experience across editing, proofreading, formatting, layout refinement, cover integration, quality assurance, team leadership, and publishing readiness. Experienced in managing high-volume production, training teams, improving workflows, and delivering consistent, platform-ready eBooks.

Professional Experience

eBook Production & Fulfilment Specialist

Independent / Freelance

(Jan 2026 - Present)

Extensive experience in complete eBook production fulfilment, including manuscript proofreading and editing, eBook formatting, layout adjustment, cover integration and design, quality assurance, and preparing books for publishing across major digital platforms.

Key Contributions

- Provide complete end-to-end eBook production fulfilment from manuscript preparation through final publishing-ready files.
- Proofread and edit manuscripts to improve accuracy, readability, grammar, and consistency.
- Perform professional eBook formatting and layout adjustments while maintaining platform and device compatibility.
- Integrate and review book covers, illustrations, images, and other visual elements.
- Conduct detailed quality assurance checks before final delivery and publishing.
- Manage and guide eBook production teams to maintain quality standards and delivery timelines.
- Train team members on production procedures, quality-control standards, formatting practices, and efficient workflows.
- Review production processes and introduce improvements to increase efficiency, consistency, and output quality.
- Prepare eBooks for publishing across major digital publishing platforms.

Tools / Software

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Sheets / Google Workspace
- Adobe Photoshop
- Canva
- Video Editing

Education

MBA (Marketing)
2014

BBA (Hons)
2012

Intermediate
2008

Certifications

- Manual Accounting (2010)
- Peachtree (2010)
- Microsoft Excel (2011)
- Social Media Marketing (2014)
- Inventory Management (2018)
- Hiring Staff (2018)
- Business Communication (2018)

LinkedIn



Production Head - Publishing Dept.

Techgenics
(Oct 2022 - Dec 2025)

Led end-to-end eBook production operations, ensuring manuscripts were transformed into professionally edited, formatted, quality-checked, and publishing-ready digital books.

Key Contributions

- Led end-to-end eBook production operations across multiple publishing projects.
- Managed and supervised production teams, ensuring quality standards and delivery timelines were consistently maintained.
- Reviewed completed eBooks for editorial, formatting, layout, and technical quality before final delivery.
- Coordinated with editing, formatting, design, and creative teams throughout the production lifecycle.
- Ensured publishing-ready files met platform-specific technical and presentation requirements.
- Improved production workflows to increase efficiency, consistency, and overall output quality.
- Managed high-volume eBook production and delivery across multiple digital publishing platforms.

Senior Compliance Manager

Accounting Crunchers Limited
(Jun 2024 - Apr 2025)

Led compliance activities across accounting, taxation, payroll, and related financial services while maintaining regulatory standards, operational controls, and service quality.

Key Contributions

- Developed and maintained compliance policies and procedures aligned with regulatory and industry requirements.
- Managed compliance teams and provided operational guidance across departments.
- Conducted internal audits and compliance assessments to identify gaps, risks, and corrective actions.
- Worked with internal teams to integrate compliance procedures into everyday service delivery.
- Delivered compliance training and guidance to employees on policies, procedures, and regulatory responsibilities.
- Supported risk management and continuous improvement of internal controls and processes.

Career Highlights

- 4 years in eBook production and digital publishing
- End-to-end eBook production fulfilment
- High-volume production management
- Team leadership and training
- Quality assurance and publishing readiness
- Cross-platform digital publishing experience

Professional Strengths

- Leadership & Team Development
- Process Improvement
- Operational Efficiency
- Quality-Focused Execution
- Cross-Functional Coordination
- Problem Solving
- Deadline Management

Senior Project Manager

Techgenics

(Jun 2022 - Sep 2022)

Managed project delivery, team performance, client coordination, and operational processes to ensure projects were completed efficiently and according to client expectations.

Key Contributions

- Managed project workflows, priorities, timelines, and team coordination.
- Provided coaching, guidance, and performance support to team members.
- Reviewed project processes and implemented improvements to strengthen efficiency and delivery quality.
- Maintained client communication and ensured requirements and expectations were clearly understood.
- Supported client satisfaction and long-term professional relationships.

Manager Admin/Finance

VoIP Terminator

(Mar 2018 - May 2022)

Managed administrative and financial operations for a US-based company providing call center solutions, VoIP services, hosted dialers, and call center leads.

Key Contributions

- Prepared and maintained monthly sales and financial reports.
- Managed employee records, payroll processing, pay slips, and administrative documentation.
- Controlled daily and monthly petty cash transactions and reconciliations.
- Managed client payments and maintained accurate financial records.
- Monitored sales revenue and reconciled incoming payments.
- Calculated and maintained sales commissions for team members.
- Supported day-to-day administrative and operational activities.

Areas of Expertise

- Business Development
- Compliance & Risk Management
- Financial Administration
- Operations Management
- Vendor Management
- Client Relationship Management
- Merchandising Operations
- Payroll & Administrative Coordination

Professional Interests

- Digital Publishing
- Artificial Intelligence
- Process Automation
- E-Commerce
- Brand Strategy & Positioning

Manager Business Development

Hussain International Services Pvt. Ltd.

(Jul 2017 - Feb 2018)

Managed business development and client communication for an organization specializing in HR outsourcing services.

Key Contributions

- Identified and approached potential clients and business opportunities.
- Managed client communication through email and telephone.
- Followed up on potential business opportunities and coordinated meetings.
- Built and maintained professional relationships with prospective and existing clients.
- Supported business development strategies aimed at expanding the client base.

Merchandiser

Texline Associates Pakistan (S) Pte. Ltd.

(Jun 2012 - Jun 2017)

Managed merchandising, buyer coordination, vendor communication, product development, quality follow-up, sampling, and order execution for a Singapore-based liaison office serving major European customers.

Key Contributions

- Coordinated regularly with buyers, factories, vendors, and quality assurance teams.
- Managed product development, sampling, pricing coordination, and order placement.
- Monitored production progress and conducted factory follow-ups to maintain quality and delivery schedules.
- Reviewed and followed up on QA reports and product quality requirements.
- Managed shipment planning, shipment documentation, trim cards, and accessories approvals.
- Developed product presentations and supported buyer approval processes.
- Maintained order records and coordinated the complete order lifecycle from development through shipment.
- Analyzed seasonal trends and product requirements to support merchandising decisions.