

# Anil Bhatt

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**current address:** A-26, Chattarpur extension, New Delhi.

1. **Objective:** To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

## EXPERIENCE

### B2R Technology-linguist

March 2021-present

Performing following responsibilities for Google on site:

Translating attractive content.

Strong computer skills, including familiarity with computer-assisted translation tools.

Linguistic review, Perform regular linguistic review of own work and of content that is already translated to ensure minimum quality standards are met.

Make changes related to typos, misspelling, incorrect punctuation, major grammar, and syntax mistakes Assess overall translation quality of already translated content and document potential quality issues /trends in a report that will be passed onto the Language Lead.

Understanding of localization platforms and file formats, and experience with CAT tools that manage and/or automate the translation workflow.

Translate, review, and proofread various types of content: UI application strings for mobile apps, Website content, Marketing content, FAQs and Help center content, canned responses for customer support representatives, user research content, surveys, social media posts, videos, potentially some non-technical legal content.

### Shri Badri Vishal Associates, Dehradun

—MANAGER feb 2019 - feb 2021

#### Role

Accomplishing department objectives by managing staff ; planning, monitoring, and appraising job results.

Developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.

Recording all the financial activities.

## SKILLS

Communication Skills

Computer knowledge

Responsible

Flexibility and Adaptability Learning ability Quick learner

Tolerance: Stress tolerance

Critical thinking: Decision making skills

Creativity

Positive Attitude: Creating a positive work environment

Problem solving

Time management

Critical thinking

Negotiation

Customer service

Administrative skills

Photoshop

Photo editing

Video editing

Film making

Hindi Typing

## Hobbies

Writing Photography

movies

Making appointments and calling customers to maintain a healthy relationship.

Establishing coordination among people working in the organization.

**Shri Badri Vishal Associates, Dehradun**

—ASSISTANT MANAGER

feb 2015 - feb 2018

**Role**

Oversaw day to day business operations to ensure smooth running of business .

Developed and cultivated lucrative relationships with new and existing customers.

Performed executive and Administrative functions.

**Internship**

Salt And Light Alternatives

June 2019-july 2019

**EDUCATION**

**Himgiri zee University, Master of journalism and mass communication, 2020.**

**H.N.B Garhwal University, Master of commerce, 2012.**

**H.N.B Garhwal University, Bachelor of commerce, 2010.**

**C.B.S.E Intermediate, 2006.**

**C.B.S.E High school, 2004.**

**Declaration**

I hereby declare that the above furnished information is authentic to the best of my knowledge.

(Anil Bhatt)