

CONTACT



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26 Nov 2000

SKILLS

- Quick Learner
- Customer Focus
- Leadership Skills
- Analytical Thinking
- Attention to Detail
- Adaptability / Open to Learn New Ideas
- Time Management
- Good Team Player

EDUCATION

January 2023

BBA in Bachelor of Business Administration
Himalya Garhwal University

January 2018

Class 10th in General
A.S.N. Senior Secondary School

January 2020

Class 12th in Humanities
Haryana Council of Open School

HOBBIES AND INTERESTS

- Playing badminton
- Playing Table Tennis

PROFESSIONAL SUMMARY

Dynamic and detail-oriented professional with a strong foundation in Localization, seeking to leverage my skills in to drive impactful results and exceed project goals.

EXPERIENCE

May 2024 – Present

Senior Project Coordinator
Mahatta Media Solution

- Skilled multitasker, experienced in handling multiple projects across various languages.
- Strong negotiation skills, consistently achieving cost savings when working with vendors.
- Adaptable, tailoring my skills to meet the diverse needs of each client.
- Proficient in tools such as SDL Trados, XLIFF, MemoQ, and Memsource, as well as client-based online tools like XTM.
- Emphasize validation in every project, ensuring accurate formatting, source-target alignment, and performing QC using tools like X-bench and Verifika.
- Assigning tasks to appropriate resources within company.
- Committed to maintaining high quality and on-time project delivery.
- Organized in managing and maintaining accurate project records.
- Coordinated with third-party vendors to meet deadlines.
- Submitted project deliverables to clients, ensured adherence to quality standards.

December 2023 - May 2024

Project Co-ordinator
LegosIndia Languages Services Private Limited

- Engaged with vendors and suppliers to obtain quotations for the projects.
- Provided administrative support to the team members.
- Submitted project deliverables to clients, ensured adherence to quality standards.

August 2022 - October 2023

Project Co-ordinator
Linguidoor Translation Services Private Limited, Delhi

- Proficient in tools such as SDL Trados, XLIFF, MemoQ, and Memsource, as well as client-based online tools like XTM.
- Emphasize validation in every project, ensuring accurate formatting, source-target alignment, and performing QC using tools like X-bench.