

# Anil Kumar

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## PROFESSIONAL SYNOPSIS

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Obtain a position as a team player in a people-oriented organization where I can use my organizational skills, educational background, and ability to work well with people in a challenging environment to achieve the corporate goals. Insightful and conscientious Individual with 5 year of experience project management and 4 year of experience in subtitling and data collection and proficient in best practices, market trends and regulatory requirements of Market Research and Linguistic Operations.

### Hard Skills

- Project Management
- Vendor Management
- Knowledge Management
- Strategic Planning
- Process improvement
- Budgeting and forecasting
- Work-flow planning
- Employee relations and conflict resolution
- Team Performance Evaluations

### Soft Skills

- Good Communication Skills
- Good Analytical Skill
- Self-Motivator
- Organizing and Time Management skills
- Positive Attitude
- Initiative and Enterprising
- Trustworthiness when handling confidential information

## Market Research Exposure

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### Methodologies

- CATI/CAWI
- In Depth Interviews
- Online Surveys
- Mystery Shopping
- Focus Group Discussions
- Face to Face Research
- Survey Programming and Hosting
- Data Collection (NLP Projects) for AI development and training

### Industries

- Automotive
- Technology
- Fashion and Lifestyle
- Healthcare
- Consumer Goods
- Building and Constructions
- Public Services
- Agriculture
- Political Research

## Language Industry Exposure

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- Translation and Localization (Website, Legal, Software, Medical, Financial, Technical and Market Research)
- Transcriptions
- Voice Over and Dubbing
- Subtitling

## Tools:

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- MS Office
- Basic Excel
- SDL Trados
- TTS Software
- Subtitle Edit
- Aegisub Software
- Data Collection Tools
- Wave-Pad
- Audacity
- XTM
- Many online client's tool

## WORK EXPERIENCE

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April '14 – May '16

**Freelancer**

- Transcribed more than 50 hours of Hindi & English audios.
- Subtitled Indian TV shows, movies, English TV/Animation series.

May '16 – Sep '17

**Quality Analyst**

*Lingual Consultancy Services Pvt. Ltd.*

- Worked as a Quality Analyst for Korean speech to Text, Korean to English and English to Korean translation and transcription projects.
- Subtitled/Proofread many Korean movies and videos in English and Korean language.

Sep '17 – Feb'19

**Project Executive**

*Lingual Consultancy Services Pvt. Ltd.*

Responsibilities:

- To act as an interface between the clients and the resources (i.e., translators, transcribers, voice over artistes, etc.)
- Execution of Projects meeting timelines and quality standards and at the same time meeting profitability goals
- Closely interacting with the Business Development team for allowing them to respond to business queries
- Ensuring maximum customer satisfaction by closely interacting with clients & understanding their requirements
- Negotiate and finalize costing with existing/new clients
- Negotiate and assign projects to the resources and ensure timely deliveries to the clients
- Carry out all the quality checks to ensure the desired quality standards
- Giving corporate presentation to the clients and internal teams.
- Training New Employees on Project Management Role and aspects as per Industry Standard, keeping in line with Company's expectations.

Mar'19 – June 2021

**Project Executive**

Seminal Research Services

Responsibilities:

- Responsible for directing and controlling the overall execution of the research projects from launch through customer delivery to meeting the established targets for scope, quality, schedule, and cost, ensuring profitability goals
- Determine client's requirements and coordinate with internal departments to establish the project schedule, assignments, and budget.
- Maintain the project financial forecast in accordance with project requirements.
- Execution of onsite International projects. Have executed multiple projects across different industry verticals across various countries such as Myanmar, Thailand, Germany, South Africa, Denmark, Netherlands, Sweden, Finland, Spain, China.
- Developed and implemented productivity initiatives, in addition to coordinating itinerary and scheduling appointments.
- Spearheaded the Data Collection process for NLP Projects for AI Development and Training in accordance with client's product requirements and needs.

## ONSITE PROJECTS- Seminal Research Services Pvt. Ltd.- Data Collection Projects (2019-2021)

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- Mobility Research – Asia:** Project was a part of R&D team of the client to develop a revolutionary voice enabled application for laptops.
- Photo collection Research- Asia:** Project was a part of R&D team of the client to develop and improve their Face recognition system to identifying or verifying the identity of an individual using their face.
- Automotive Research- Multi country:** Project was a part of an automotive team of the client to enhance & eliminate bugs in existing voice recognition interface to convert Speech2Text & Output Text2Speech enabled navigation system.
- Picture collection Research- Multi country:** Project was a part of R&D team of the client to develop and improve their machine learning-based platform, a tool that translates words from images (OCR system). Successfully completed the data collection in USA, France, Vietnam, Malaysia, India and Indonesia.
- Handwriting Data Collection Research- Europe, Asia:** Project was a part of development of Touch Pads that can understand, capture, and convert the text content written by hand on the pads to editable documents in computers.

## Countries travelled for Project Execution

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- Myanmar
- Thailand
- Germany
- South Africa
- Denmark
- Netherlands
- Sweden
- Finland
- Spain
- China
- Malaysia
- Indonesia

## In country travelled for Project Execution

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- Andhra Pradesh
- Tamil Nadu
- West Bengal
- Bangalore
- Uttar Pradesh
- New Delhi

June 2021 – Dec 2021

**Senior Research Associate**

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Responsibilities:

- Coordinating with research and development team regarding the productivity.
- Secondary research for the survey in multiple filed such as healthcare, politics etc.
- Training team for the research and quality control.
- Preparing the daily report and reporting to lead Project manager.

Dec '21 – Present

**Assistant Project Manager**

*Lingual Consultancy Services Pvt. Ltd.*

Responsibilities:

- Handling the team of 25 people, managing the projects, meeting, and training for all the services.
- Ensuing the project planning, delivery, challenges for all the project executed by team members.
- Managing daily meetings regarding the project planning, real time challenges and quality control.
- Handling the client meetings, discussion regarding the project requirements, bidding, timeline, and quality aspects.
- To act as an interface between the clients and the resources (i.e., translators, transcribers, voice over artistes, etc.)
- Execution of Projects meeting timelines and quality standards and at the same time meeting profitability goals
- Closely interacting with the Business Development team for allowing them to respond to business queries
- Ensuring maximum customer satisfaction by closely interacting with clients & understanding their requirements
- Negotiate and finalize costing with existing/new clients
- Negotiate and assign projects to the resources and ensure timely deliveries to the clients
- Carry out all the quality checks to ensure the desired quality standards
- Giving corporate presentation to the clients and internal teams.
- Training New Employees on Project Management Role and aspects as per Industry Standard, keeping in line with Company's expectations.

## **ACADEMIA**

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- CERTIFICATION from Sejong Hakdang Korean culture center India in Korean language.
- BACHELOR OF ARTS from University of Delhi in the year 2017
- SENIOR SECONDARY SCHOOL EXAMINATION from U.P Board in the year 2012.
- SECONDARY SCHOOL EXAMINATION from U.P Board in the year 2010

I hereby declare that the above information's are true to best of my knowledge and belief.

(Anil Kumar)