

Anjali Nirwan

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OBJECTIVE:

Seeking management position in industry with a progressive organization of repute.

Talented, passionate, enterprising, result driven with experience in project management and content with a desire to succeed in the field of management. Motivated, Self-starter, able to quickly grasp issues and attend to details while maintaining a view of the big picture. Process-oriented, able to think out of box & innovate. Creative, resourceful & flexible, able to adapt to changing priorities and maintain a positive attitude. Able to work under pressure, multi-task, juggle responsibilities and deal with conflicting demands.

PROFESSIONAL PROFILE:

- A dynamic and competent professional with over 2+ years' of rich experience in language solutions & management/ Business Development/ Project Management/ Content Management/ Localisation. Distinctive ability in managing complex projects and handling Strategic Accounts.
- An excellent communicator and possess skills to cement lasting relations with clients.
- Expertise in Project Direction, Planning, Completion, and Financial Outcome, defining the scope of work (SOW).
- Maintaining cordial relations with Clients, suppliers and within the ecosystem.
- Excellent proficiency in different Translation Management Systems like Protemos, Portico and Plunet.

WORK EXPERIENCE

1. Publicis Global Delivery (February 2025 to Till Date...)

Designation:- Associate Project Manager - Translation

KRA's:-

- Project Oversight: Manage the complete lifecycle of translation and localization projects, including planning, execution, monitoring, and closure
- Client Liaison: Act as the primary contact for clients, handling project briefs, addressing queries, and managing expectations throughout the project lifecycle
- Team Leadership: Coordinate with translators, localization specialists, editors, and other team members to ensure alignment with project requirements and quality standards
- Quality Assurance: Implement and oversee quality control processes to ensure the accuracy and cultural appropriateness of translations
- Resource Management: Efficiently allocate resources and manage project schedules to meet deadlines and budget constraints
- Reporting: Generate and present detailed project reports, including progress updates, risks, and resolutions to clients and internal stakeholders
- Process Optimization: Identify opportunities for process improvements and implement best practices.

Achievement:

- Achieved expertise in handling Subtitling tools.
- Got the opportunity to learn a Translation Management system like My plus, Flow plus.

Accounts Handled / Added:

- Haleon*

2. Lisan India Language solutions (October 2022 to January 2025)

Designation:- Translation Project Coordinator

KRA's:-

- Account management of multiple clients from projects query to the delivery of translated materials with support of project managers
- Overseeing day-to-day translation projects, serving as primary contact between freelance translators and project management team
- Discussing client requirements, deadlines and budgets with the project management team
- Using software and tools as a part of daily translation projects in accordance with the instructions and training provided by the team
- Ensuring execution of quality assurance checking of translations in accordance with standard QA measures in place, with support of QA specialist/team
- Reviewing reports & presentations on cost, quality & translation activities and taking actions in coordination with project managers

Achievements:

- Recently I bagged 1.5 lac word count project lead which had been handled efficiently by me.
- Awarded with Overall outstanding performance for long and short term projects in Lisan India.
- Assist the project management team in handling more than 170+ different translation projects.
- Completed a Linguistic Quality Assurance of Hindi translation of a book written by a renowned biologist successfully.

Accounts Handled / Added:

Smartling, IFMR, Darwinbox, AET, Smartway, Big Word, Tbo

CAT TOOLS: Knowledge of cloud-based tools and TMS like: SDL Trados, Phrase, Wordbee, MemoQ, SmartCat, Adobe, MS Office, Smartling, Plunet, Portico, My plus.

SKILLS: Translation skills Editing, Proofreading, Subtitling, Transcreation, MT post Editing, Interpretation, Vendor management, Client management, Team Building.

ACADEMIA

- Jamia Millia Islamia, New Delhi 2020- 2021: Post Graduate Diploma in Translation Studies: First Division
- University of Delhi, New Delhi 2014 - 2017: Bachelor's Degree in English Literature: First Division
- Jamia Millia Islamia, New Delhi 2017- 2019: Master's Degree in English Literature: First Division

CERTIFICATIONS:

- Achieved **MemoQ level PM** certification through an Online Training course, organised by MemoQ Translation Technologies.
- Achieved certification for **AI for Business** - AI Applications for Business Success.
- Post Graduate Diploma in **Translation Studies** ,New Delhi, India.

LINKS:

Proz : <https://www.proz.com/profile/395674>

LinkedIn : <https://www.linkedin.com/in/anjali-nirwan-3430b71a5/>

Declaration: I hereby declare that the above mentioned information is correct to the best of my knowledge.
Anjali Nirwan