

Aparna Lokare

French & German Translator/Trainer + HR Manager

Pune

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Date of Birth: 28th March 1984

Gender: Female

Nationality: Indian

Marital Status: Married

Languages: French, German, English, Hindi, Marathi (mother tongue)

Experience

Anuroop Wiwaha Pvt. Ltd./ HR & Compliance Manager

Feb 2016- March 2017 & May 2018- May 2025, PUNE

- Policy Development & Strategic Alignment: Interfacing with Management and the owners for HR policies and procedures in line with core organisational objectives
- Performance & Attendance Oversight: Monitor and assess employee performance and attendance to ensure alignment with organizational standards and objectives.
- Work evaluation and appraisals
- Mentoring the departments
- End-to-end recruitment
- Processing of payroll
- Process Standardization & Optimization: Develop and implement standardized processes across departments to enhance efficiency and consistency.
- Quality Assurance & Training: Establish quality control measures and training programs to ensure departmental outputs meet organizational standards
- Collaborative Efforts with Labour Officials to Ensure Statutory Compliance

Freelance Translation Assignments & Language Training

JAN 2011- Till date, PUNE

- Translation domain: Technical, IT, Financial, Insurance, Management-costing, Medical, Legal.
- Subtitle translations: Videos, Ads, and short movies
- Content writing: French training books, Pamphlets.
- French teaching for Stds: 11th, 12th, A1 & A2 (Alliance Francaise levels)
- Worked on SDL Trados, Xbench, and QA distiller software for translation and QC purposes

IBM India Pvt. Ltd. / French Translator/Trainer/Content writer

FEB 2009 - JAN 2011, PUNE

- Translation domain: Technical, IT, Financial, Insurance, Management-costing.
- Module: AR, AP, GL, AM, TR; Insurance: Mainframes, contracts; Costing
- Adhoc documents of LTSC: Domain-SAP, Automobile, etc
- Translation of test documents for new projects
- Teaching domain: Formulated and conducted French training sessions for onsite personnel.
- Hands-on with Systran (Translation memory software developed and owned by IBM)

Digikore Studio Pvt. Ltd. / French Translation assignment

SEP 2008 - DEC 2008, PUNE

- Translation of comic stories, magazine articles, reviews of books, and animated films for websites.

Capgemini India Pvt. Ltd. / French Content Writer

JAN 2008 - MAY 2008, HYDERABAD

- Deployed on a technical translation project for a multinational client in the Insurance
- Translated and edited technical documents from English to French & French to English
- Validated the translated documents for completeness and sequencing based on pre-established quality standards regarding word choice, grammar & syntax, ensuring quality control on the team level
- Provided prompt and precise translation assistance to technical staff for email communication with French-speaking clients worldwide.
- Handled technical translations in regular consultation with superiors based in France.

4th CISM World Military Games / French Interpreter

OCT 2007, HYDERABAD

- Interpreter for French-speaking players, military officers, and Indian officials at the Games site.
- Translated documents related to sports, sporting rules, and other documents for players from France, Belgium, Canada, Congo, Kenya, Morocco, and Guinea

WNS Global Services / French Specialist

MAR 2007 - MAY 2007, PUNE

- Handled one-on-one telephonic contact with native French-speaking clients from France & Canada.
- Received client calls to provide details about Air Canada flights details & assistance in seat reservation, cancellation, and other changes in travel arrangements.

Education

Max Mueller Bhavan (Goethe Institute) - C2 Level

2013, Pune

Alliance Française de Poona - Diplôme de Français des Affaires (DFA 1)

2003, Pune

Pune University - M.Com

2006, Pune

Pune University - B.Com

2004, Pune

Awards

2011: Ranked 1st in the A1 and B2.1 German level in Max Mueller Bhavan.

2001: Awarded Certificate of Merit under the National Scholarship

Scheme for outstanding performance in the H.S.C. exams.

Hobbies

Reading, Music, Travelling, Watching movies

References available on request.