

Balaguru Krishnamoorthi

Results-driven professional with over all 2 years and 6 months of experience in Technical/ Content Writing & Translation Project Management, Editing, Proofreading, Customer engagement, Vendor Management and Data analysis Industry.

Tuticorin, Tamil Nadu

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To secure a challenging and rewarding position in a dynamic organization where I can utilize my skills and experience to make a significant contribution to the company's growth and success.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1991-08-21

Eligible to work in: India

Highest Career Level: 2-5 years experience

Industry: Arts & Entertainment, Education & Instruction, Hospitality & Tourism, Internet, Ecommerce, KPO, Research, Analytics, Media & Communications, Project Management

Total years of experience: 2

Work Experience

Freelancer

Lyrics Labs, Cusmat Technologies, Rephraserz Media And Communication Services - Remote
January 2019 to Present

- As a freelancer in Translation, Transcription, Content Editing, and Subtitling:
- I provide high-quality translations, transcriptions, and subtitles to clients.
- Expertise in translating written materials while maintaining original meaning and tone.
- Experience transcribing audio/video recordings into written documents.
- Experience editing written content for grammar, punctuation, and style.
- Key accomplishments: meeting tight deadlines, maintaining high accuracy rates, and providing excellent customer service.
- Strong command of different languages.
- Working as a freelancer for an extended period.

Project Coordinator

Parikh Info Solutions Pvt. Ltd. is an MSME registered, ISO 9001:2015 and ISO 17100:2015 certified, leading Language Services Provider in India. - Remote
August 2022 to February 2023

As a Localization Project Coordinator:

1. Coordinate localization projects from start to finish.
2. Ensure projects are completed on time, within budget and meet quality standards.

3. Work with cross-functional teams including linguists, developers, and QA.
4. Utilize CAT tools for efficient project management and translation memory management.
5. Possess knowledge and expertise in using CAT tools.

Consultant

Netscribes (India) Pvt Ltd - Bengaluru, Karnataka

January 2022 to August 2022

Role & Responsibility:

- **Transcription Quality Analysis:** Responsible for evaluating and ensuring the accuracy of transcribed speech data to meet Flipkart's quality standards.
- **Data Annotation:** Tasked with labeling and annotating large volumes of speech data to help train and improve the performance of the automatic speech recognition (ASR) model.
- **Speech to Text Model Analysis:** Conducting in-depth analysis of the speech to text model to identify areas for improvement and ensuring the AI model is properly trained to accurately identify user speech.
- **ASR Model Optimization:** Working closely with the team to optimize the ASR model by incorporating feedback from customers and making necessary changes to the model to improve accuracy and usability.
- **Project Management:** Managing and tracking project progress and deadlines to ensure that projects are completed on time and within budget.
- **Collaboration:** Collaborating with cross-functional teams including product, engineering, and data science to ensure the success of the Voice Search Operations.

Project Management Executive - English Literacy Program

LeapForWord - Remote

September 2021 to January 2022

As a Project Management Executive at LeapForWord:

- Lead a team in executing the English Literacy Program remotely.
- Develop curriculum, oversee program delivery, and manage budget and resources.
- Work with school administrators and teachers to achieve program goals.
- Improve program by analyzing student performance data

Technical Writer

Capgemini Business Services India Pvt Ltd - Bengaluru, Karnataka

February 2015 to November 2015

- As a Technical Writer at Capgemini Business Services India Pvt Ltd in Bengaluru, Karnataka:
- Prepare user guideline manuals that meet customer specific standards.
- Revise and create new procedures for removal, installation, and part lists.
- Author and create illustration mark-ups.
- Obtain data module allocation from the database.
- Work with SMEs and project managers to verify client documents.
- Implement internal and customer QA comments to ensure the highest quality in all documents produced.

Education

Bachelor's degree in Aeronautical Engineering

Park College of Engineering And Technology - Coimbatore, Tamil Nadu

September 2009 to May 2013

Skills / IT Skills

- Microsoft 365 (Outlook.com, OneDrive, Microsoft Teams, Word, Excel, PowerPoint) (4 years)
- Advanced Excel operations: V Look Up, H Look Up, Creating Pivot Table, Data Validation, Reports Preparation, Charts and Dashboard creation (2 years)
- Good interpersonal, written and verbal communications, Time management qualities & learning ability (2 years)
- Market research (1 year)
- Project management
- Communication skills
- Google Workspace (Docs, Slides, Sheets) (2 years)
- Experienced translator with a strong background in CAT tools and translation project management. Proficient in using CAT tools to improve productivity, consistency, and quality in translations. Strong language skills, able to accurately translate written materials while maintaining the original meaning and tone. Experience in managing large translation projects, working with cross-functional teams and ensuring that translations are delivered on time and to a high standard. Familiarity with using Computer-Assisted Translation tools such as translation memory systems, terminology management, and machine translation integration. (2 years)

Languages

- Tamil - Fluent
- English - Fluent
- Hindi - Beginner

Online Profile

<https://www.linkedin.com/in/balaguru-krishnamurti-361682158/>

Certifications and Licenses

Certification in Banking and Finance Fundamentals by FLIP institute

October 2018 to Present

Certified in "Finance and Banking Fundamentals" on

- key finance concepts (Basic Accounting and Financial statements)
- financial markets
- And the banking business with 63% by Finitiatives learning India Pvt Ltd.

Indian Passport

October 2013 to October 2023

Name On Passport: Balaguru Krishnamoorthi

Passport No : L4159919

Place Of Issue: Madurai, India

How to Work as a Translation Project Manager - Master the Translation Life Cycle, Translation Quality Metrics, Cross-Cultural Communication, and More

August 2022 to Present

My course completion certificate for "How to Work as a Translation Project Manager" <http://ude.my/UC-c863b9ce-ee11-4db9-9345-26b464f90b84> via @udemy

Projects / Papers Presented

Samples

https://drive.google.com/drive/folders/1xwecG3jI2eljRIaj4qVQI-ZxSJ4q8bEj?usp=share_link

December 2022

Copy writing Samples

https://drive.google.com/drive/folders/1aKi3S6G3DP1Pdyz48Oux3eKS5Nyqrisp?usp=share_link

January 2022

Transcription (English Speech to English Text)

https://drive.google.com/drive/folders/1d2AydWwTxrWiyjnrAcBPtSfetQnj7dEB?usp=share_link

February 2023

Additional Information

- I have an ASUS Laptop with Windows 10 operating system, featuring an I5 11th Generation processor, 8GB RAM, and 512 SSD ROM.
- The laptop is equipped with a microphone and webcam, and I have a minimum internet connection speed of 50Mbps with power backup, to support work from home and remote job requirements.