



# Duhita

Project Coordinator

## PROFILE SUMMARY

My expertise includes understanding clients' language needs, conducting needs assessments, analyzing market trends, and proposing tailored solutions. As a Smart Sales Coordinator driving business opportunities with consistent follow up and positive engagement with clients. Identifying new opportunities, nurturing leads, and negotiating contracts to secure profitable deals. In addition to my sales responsibilities, I have mentored and trained junior staff, shared best practices, and contributed to continuous improvement. My collaborative approach has enhanced team performance, facilitated knowledge sharing, and fostered innovation within the organisation. A tailored sales pitch that showcased the company's expertise in managing complex, high-volume translation projects across multiple languages and industries. This approach led to securing a three-year sales worth Rs 4.5 Crores with over 50 esteemed companies spanning sectors such as Marketing, Medical, Legal, BFSI & Government sectors.

## EDUCATION

- 2020 B.Com  
**Dr Bhim Rao Ambedkar University, Agra**
- 2014 XIIth  
**English**
- 2016 Xth  
**English**

## WORK EXPERIENCE

- Jul 2021 - Present **Project Coordinator**  
**Tridindia**  
Dynamic and results-oriented professional with 3 years of experience in Sales Coordination and client relationship management. Seeking a Challenging Project Manager role where I can leverage my skills and expertise to drive sales growth, foster client relationships and contribute to the success of a dynamic sales team.

## Projects

- 61 Days **DNM5700 (Mecasals)**  
Translation of Machine tools Instruction manuals from English to French language.

## PERSONAL INFORMATION

- Email**  
kushwah.neelamnk@gmail.com
- Mobile**  
(+91) 9773549170
- Total work experience**  
3 Years 6 Months

## KEY SKILLS

- Language Skills
- Creative Skills
- Leadership Skills
- Computer Skills
- Management Skills
- Strategic Thinking
- Business Communication Skills
- Sales Ability
- Interpersonal Communication
- English
- Verbal Communication
- Presentation Skills
- Communication Skills

## OTHER PERSONAL DETAILS

- City** Ghaziabad
- Country** INDIA

## LANGUAGES

- English
- Hindi

61 Days

### **PA/NMBS (Mech)**

Translation of Mechanical Instruction Manuals from English to Dutch.

30 Days

### **Petrobras P-78 FPSO**

Translation of technical documents into the Brazilian Portuguese language.

580 Days

### **Translation of Loan Agreement documents into 13 regional languages**

The Loan Kits translated into Hindi, Konkani, Tamil, Telugu, Kannada, Malayalam, Marathi, Gujarati, Bengali, Urdu, Oriya, Assamese and Punjabi language.

61 Days

### **Translation into 15 regional languages.**

The project focused on translating essential banking and regulatory materials into 15 regional languages: Marathi, Hindi, Gujarati, Bengali, Punjabi, Oriya, Assamese, Tamil, Telugu, Kannada, Malayalam, Khasi, Manipuri (Meitei), Nagamese, and Mizo. The key documents translated under this initiative included RBI Notices and Reports, Customer Consent Forms, Aadhar-related Terms and Conditions, Push Messages, Emails, and Messages. The primary objective was to enable seamless communication between banking institutions and customers by ensuring that critical financial information was available in their preferred language. By covering a wide range of languages, this initiative significantly enhanced customer accessibility, regulatory compliance, and engagement. The extensive language support ensured that individuals across different linguistic backgrounds in India could easily understand and interact with essential financial documents, thereby fostering better financial awareness.

990 Days

### **Translation of application forms, leaflets, Flyers, Brochures into 13 Indian regional languages**

Translation of MBBL forms, JLG loan documents, annexures, RBI guidelines, AOF Individual and Non-Individual forms into Assamese, Bengali, Oriya, Kannada, Malayalam, Tamil, Telugu, Punjabi, Marathi, Gujarati and Hindi languages.

365 Days

### **BHIM application Translation into 20 regional languages**

The translation was performed into 20 regional languages for the developed content of the BHIM app. The team of native experienced translators specialized in the Fintech domain was formed for this project. Implemented automated project management systems for tracking progress and managing deadlines. Conducted through quality checks using automated QA tools and manual reviews. Ensured compliance with RBI guidelines through expert reviews and validation processes.