

Gitika Handique

Project Manager

CONTACT



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EDUCATION

Master of Computer Application

Tezpur University
2013

Bachelor of Computer Application

Dibrugarh University
2010

SKILLS

- Project Management
- Team Leadership
- Translation Workflow Optimization
- Client Relationship Management
- Vendor & Freelancer Collaboration
- Budgeting & Cost Control
- Cross Functional Collaboration
- Communication & Presentation
- Problem Solving

SUMMARY

Experienced Project Manager with almost 7+ years of leadership in Translation services, driving inclusivity by breaking down language barriers and ensuring seamless collaboration with vendors & freelancers. Seeking opportunities to leverage my expertise in managing diverse teams & projects to create impactful & accessible solutions.

Employment History

Associate Project Manager – Translation Services

April 2019 – July 2021

Reverie Language Technologies, Bengaluru

- Led a Team of 30+ in house translators & project leads, overseeing end to end translation process of various projects
- Collaborated with delivery & product teams to ensure adherence to quality standards & timelines of deliverables for all client requirements.
- Developed & implemented efficient workflows, resulting in improved turnaround time & enhanced quality.
- Skillfully managed collaboration with external vendors & freelancers, effectively communicating client expectations & project goals.
- Spearheaded the establishment of Translation Services focused on Indian languages, breaking down language barriers & promoting inclusivity on the Internet.
- Maintained clear communication between stakeholders, fostering strong relationships & enhancing client satisfaction.
- Successfully handled projects for both government & enterprise verticals.

Project Coordinator – Translation Services

December 2014 – March 2019

Reverie Language Technologies, Bengaluru

- Being an initial member of a new team, played a crucial role in building the team.
- Assumed position of a lead within 2 years of joining the organization.
- Assisted Project Managers in coordinating Translation projects, tracking progress & managing client expectation.
- Acted as a liaison between translation team & clients, ensuring alignment with project goals & timelines.
- Facilitated effective collaboration with external partners, conveying client expectations & ensuring project deliveries met quality standards.
- Prepared project documentation, including scope, schedules & progress reports.
- Participated in regular team meetings and took active role in addressing challenges, streamlining processes & creating best practices.

LANGUAGES

- English
- Hindi
- Assamese