



Jaya Jagwani

Experienced and dedicated to enhancing employee satisfaction and business success. I manage a team of workers and inspire them to perform their jobs well. Hardworking team player bringing necessary experience and knowledge to tackle any operational demand. Handed both client and resource communication and can resolve the issues by ensuring best possible outputs. I have knowledge of different CAT tools like ATMS, XTM, Translation WorkSpace, Trados, Memsource, etc.

Contact

Phone

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Email

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Address

219, Indirapuri Colony,
Bhuwana Bypass, Udaipur,
Rajasthan, India

Education

2017

B.com (Banking and Business Studies)

Mohan Lal Sukhadiya University)

2019

M.com (Banking and Business Studies)

Mohan Lal Sukhadiya University)

Expertise

- MS-word
- MS-excel
- CAT tools
- MS-Powerpoint
- Subtitle Edit

Language

English

Hindi

Gujarati

Experience

2021- 2023

Verbolabs Languages Pvt. Ltd. | Madri, Udaipur

Team Lead

- Led a dynamic team in the Localization Department, overseeing translation projects with a focus on quality and efficiency.
- Managed client relationships, addressing inquiries and ensuring customer satisfaction.
- Coordinated with linguists, providing clear instructions and feedback to optimize translation processes.
- Proficiently utilized various CAT tools to enhance productivity and maintain industry standards.
- Successfully achieved project milestones, ensuring timely delivery and meeting client expectations.

2017 - 2020

Arcgate Inc. | Madri, Udaipur

Research Analyst

- Responsible for meeting daily targets in the set time frame while following the project guidelines.
- Responsible to complete each record with the set standard of quality
- Responsible to attend recommended training sessions and take assessments.
- Responsible to function as per the project requirement
- Responsible for processing of all one time projects and achieving assigned targets with quality.