

# Deepak Rawat

LOCALIZATION PROJECT MANAGER

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## SUMMARY

Hi, my name is Deepak Rawat. I am a driven, enthusiastic, passionate and a competent key account manager who loves to work in a challenging situation where delivering projects with high quality standard is a norm.

over the year I have gained many skills and attribute to perform my day to day task effectively and efficiently to reach companies objective.

I have an expertise in managing large teams with multiple languages and working experience in different time zones with a demonstrated history of working in the translation and localization industry. Skilled in Business Development, Management, Leadership, and Team Management.

Strong program and project management professional with agile and scrum methodology.

About the roles and responsibilities, I have been involved in numerous activities:

- Identifying and Understanding scope of the project and objective.
- Aligning required resources as per project need.
- Planning and executing projects to meet day to day requirement.
- Monitoring and controlling project status and modify as per changes required.
- Involved in QA process after delivery of project.
- Recruiting and on-boarding linguist as per account and client requirement.
- Acting as a Person of contact with client.
- Preparing project reports.

Apart from my roles and responsibility I been involved in accomplishing financial as well commercial objective of company.

About my strength, I am frugal, resilient, trustworthy, Industrious, commercially aware, return on investment, Innovative and result driven.

Also I have a good hands on vendor management for my organization mainly worked with domestic as well international linguist and have good pool with multilingual language expert.

Inhouse team management, external vendor as well freelancers.

Mainly worked with many reputed clients like- Google, Amazon, Uber, Spotify, Redhat and other publishing organisation.

About tools knowledge, I have good hands over different Cat tools used in translation and subtitling project as below:

.Polyglot  
.MemoQ  
.Smartling  
.XTM  
.Memsources  
.Trados  
.Smartcat  
.Alchemist 12.0  
.Xbench  
.Subtitle edit  
.Amara

## SKILLS

Agile



Frugal



Managing Cross-Functional Teams ○ ○ ○ ○ ○

Scrum ○ ○ ○ ○ ○

Performance Tracking ○ ○ ○ ○ ○

Financial Modeling ○ ○ ○ ○ ○

Ideation Leadership ○ ○ ○ ○ ○

Forecasting ○ ○ ○ ○ ○

Return on investment ○ ○ ○ ○ ○

Industrial awareness ○ ○ ○ ○ ○

Scope Management ○ ○ ○ ○ ○

Project Lifecycle Management ○ ○ ○ ○ ○

Meeting Facilitation ○ ○ ○ ○ ○

Managerial Skills ○ ○ ○ ○ ○

Leadership Attribute ○ ○ ○ ○ ○

## EXPERIENCE

### Customer Support

**Borsa Travel** *Jan 2017 - Nov 2018*

1. Screening customer requirements
2. Supporting customer with their queries
3. repairing Itinerary as per requirements

### Key account manager

**Audio bridge** *Jun 2019 - Dec 2021*

Organization domain - Translation, sub-titling, dubbing and transcription.

Roles and Responsibilities:-

1. Project management (Whole project cycle)
2. Linguist Recruitment for different domain and languages as per client requirement.
3. Onboarding linguist with training as well.
4. Client communication (End to end communication)
5. Preparing Business reports, production reports and planning schedule)

### Senior Project coordinator

**Deluxe entertainment service** *Jun 2022 - Mar 2023*

Organization domain - (Subtitling, dubbing, translation and CC projects)

Roles and Responsibilities:-

1. Managing project – ex: assigning subtitling projects inhouse as well externally.
2. Tracking project status and act over it accordingly. Provide fixes to projects in rush and evaluate failure.
3. Managing client requirement and function as an POC for my client.
4. Took care of team activities additionally to meet deadline and queries.
5. Prepare plans for making process smooth and effective.
6. Also responsible for leading team and providing trainings to different teammates.

## PROJECTS

### Subtitling

**Project coordinator cum manager** *Jun 2019 - Present*

Roles and responsibility to manage these projects consist of below workflow:-

Adding time-codes to spoken dialogues in proxy.

Translation of the source document.

Review of project through language reviewer linguist

Testing project preview and make integrated changes required.

Deliver project and provide post support to client queries and requirement.

## Translation

**Project coordinator cum manager** *Jun 2019 - Present*

Roles and responsibilities consist of below workflow:-

Adding translation source files to cat tool,

Assigning linguist to the tool and provide all necessary instruction and reference material.

Assign task to linguist reviewer.

Assign task to proof reader for final deliverable.

Pass through QA step.

Deliver task to the client.

## EDUCATION

**Master in business administration**

**Integral University** *Jan 2017 - Jan 2019*

Specialization :-

Major - International business

Minor - Human resource

**Bacholers in commerce**

**Delhi University** *Apr 2012 - Nov 2015*

Specialization in Accountancy

**Diploma in software technology**

**NSIC** *Jan 2013 - Dec 2014*

Specialization in advance software technology ( O & A level )

**Intermediate (12th)**

**Police modern school** *Mar 2011 - Jun 2012*

**High School**

**Mayur Public school** *Mar 2009 - Jun 2010*

## LANGUAGES

Hindi - Professional  
spoken and written ○ ○ ○ ○ ○

English - professional  
spoken and written ○ ○ ○ ○ ○

Sanskrit - Intermediate  
spoken and written ○ ○ ○ ○ ○