

Sumit Kumar Singh

Sumitks199525@gmail.com / +91 8369203303 / MUMBAI, MH

Summary

I'm an 5+ years experienced Associate Project Manager specializing in Life Science projects within localization. As a Translation and L10N Project Manager, I excel in project execution and hold a Certified Agile Scrum Master certification. My skills include project management, budget oversight, customer interactions, resource coordination, Client Communication and Management and financial control. I track time sheets, travel expenses and training activities. Adhering to Service-Level Agreements (SLAs) is second nature to me

Experience

Associate Project Manager (L10N)

Lionbridge Technologies • Mumbai, MH

07/2021

- Managed end-to-end project execution, team handling, QBR's, KPI's and finances.
- Led onboarding and training for new team members, including creating training manuals.
- Handled customer interactions, pre-sales support, quotation negotiations and project planning.
- Coordinated with internal and external resources for project completion.
- Final Project Quality check assurance, DTP tasks implementation.
- Driving Localization projects through AI tools. Oversaw project budgeting, quotations, invoicing, and forecasting.
- Managed partners' payments and invoices, ensuring project scope delivery and quality assurance.
- Experience of driving campaigns in 300+ Languages, LQI's, Quality control, Linguistic Sign offs.
- Ensure compliance with legal and regulatory requirements related to translations and localized content.

ABU Localization Project Manager (MARCOM)

Eclerx Services Ltd. • Mumbai, MH

07/2019 - 07/2021

- Driving Email marketing campaigns through AI tools, creating HTML links for proper landing pages, contents and product placing.
- Content translations for different regions campaigns.
- Analyzed extensive datasets, including Road Maps, MPS, Briefing Details, Exposure Dates, and Asset Dates, to inform project commencement strategies, ensuring seamless project kick-offs and optimal resource utilization.
- Successfully translated marketing templates into French versions tailored for the CA region, expanding the reach and impact of campaigns to diverse audiences.
- Conducted rigorous A/B testing, leading to substantial improvements in email open and click-through rates, thereby maximizing the effectiveness of email marketing efforts.
- Proficiently created JOB TICKETS & HTML FILES, ensuring the accurate deployment of campaigns, maintaining consistency across all communication channels.

Ground Marketing Coordinator

Jet Airways India Ltd • Mumbai, MH

11/2017 - 12/2018

- Analyzed sales funnels and customer intent for informed decision-making.
- Measured ROI of both online and offline advertising campaigns.
- Reported on key marketing KPIs such as leads, conversion rates, website traffic, and social media engagement.
- Tracked email campaign metrics, including delivery, open, and click-through rates.
- Monitored budget allocation and performance of paid ad campaigns.
- Conducted competitive research and benchmarking analysis.
- Recommended website and campaign optimizations for improved results.

- Researched and implemented marketing tools, including automation software and social media scheduling.
 - Collaborated closely with sales and marketing teams to identify new client acquisition opportunities.
-

Skills

Certified Agile Scrum Master, JIRA, Billing, Invoicing and Revenue Certifications, Email Campaigns, Instagram, and Facebook Ad, MARCOM - marketing, SAP, MS Office & MS Excel, Adobe Acrobat Annotations and Designing, Email Content Writing, Project Development, Project Monitoring & Project Planning, Desktop Publishing

Education

Bachelors of Accounting And Finance

University of Mumbai - N.G Bedekar Colleage • Mumbai, MH
06/2016

Commerce

Kendriya Vidyalaya Air Force, Thane • Mumbai, MH
06/2013

Languages

English, Hindi, marath

Certificates

COMPLETE AGILE SCRUM MASTER CERTIFICATION TRAINING, , Ref No. 0004 , By Omni Academy, students,, Mirko Perkusich, Ph.D