

NAMITA PANDIT

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Email: gawdenamita@gmail.com
Language: English, Marathi, Hindi
Nationality: Indian
DOB: 15 November 1989
Marital status: Married

CAREER OBJECTIVES

To utilize my skills and abilities in management field that offers professional growth and learning while being resourceful, innovative and flexible.

PROFILE

- Localization Project manager with 13 years of experience
- Recognized professionally for my excellent managerial and fast learning skills.
- **Computer/Programming Skills:** Proficient in MS Excel, MS PowerPoint, MS Word, Basic Microsoft project
- **Agile scrum and PMP Learning** course completed.
- **Qualities:** Organized and believe in planning, Quick learner and result oriented, Creative and enthusiastic, Team player, Ability to synthesize.

EDUCATION

Degree	University/Board	Year Of Passing	Percentage	Grade
Project Management Certification	Indian School of Business	2024	-	Distinction
M.Com (Operations Management)	Mumbai University	2012	59.90%	Second class
B.Com (Accounts)	Mumbai University	2010	70%	First class
H.S.C. (Science)	State Board of Maharashtra	2007	78%	Distinction
S.S.C.	State Board of Maharashtra	2005	84.80%	Distinction

PROFESSIONAL EXPERIENCE

Project Manager at Localizea2z, Indore, India (7th January, 2016 till 30 Apr 2023)

- Complete end to end Project management tasks right from client to vendor communication.
- Administrative tasks as billing, legal documents, etc.
- Sharing quote and project plan with the client.

- Scheduling localization efforts and defining resource needs for assigned projects
- Strong technical communication skill in cross-functional team environment
- Foreseeing, monitoring and solving all localization issues and bugs
- Managing external vendors and freelancers
- Planning and maintaining the localization budget
- Track record of managing multipart projects involving outside resources and meeting deadlines
- Editing the recording audios in audio editing tools.

Senior Project Coordinator at SDL Multilingual Solutions, Mumbai, India (December 2012 to July 2014)

- Complete end to end Project management tasks right from client to vendor communication.
- Administrative tasks as billing, legal documents, etc.
- Sharing quote and project plan with the client.
- Scheduling localization efforts and defining resource needs for assigned projects
- Creating and getting the quotations approved
- Manage localization schedule and requirements across internal and external resources
- Drive high quality output from translation vendors
- Forecast and oversee the localization budget

Project Coordinator at Lionbridge Multilingual Solutions, Mumbai, India (July 2010 to November 2012)

- Responded to detailed localization requirements from regions, and coordinate validation of localized products by regions.
- Managed and coordinated multiple localization projects simultaneously across multiple languages from project pre-planning stage and scoping to release and delivery of the product.
- Created and maintained localization plans and schedules.
- Selected and managed Translation Vendors, assign projects to external vendors/translators, monitor projects to meet deadline, quality and budget requirements.
- Served as primary day-to-day contact for the Product groups, Core development teams including QA, Translation Vendors.

SKILLS

- Excellent attention to detail, special ability to focus on linguistic issues
- Desirable - Knowledge of Translation Memory tools - Trados, SDL Worldserver
- Excellent verbal and written communication skills
- Able to manage multiple projects simultaneously of varying complexity in a fast paced, deadline driven environment.
- Able to work effectively under pressure and meet deadlines
- Highly organised and detail oriented.
- Able to work independently

PROJECTS

- Worked majorly on E-Learning projects for L&T internal trainings, Rolls-Royce and various other organisations
- Worked on translation projects with Indian Army
- Was a part of Microsoft project team for translating a new software content

I hereby declare that the above written particulars are true in best of my knowledge and belief.

Place: Delhi

Namita Pandit