

ANANDHAN BASKARAN

TEAM LEADER (TECHNICAL PUBLICATIONS)

CONTACT

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Chennai – 600 041

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Tamil



OBJECTIVE

To obtain a position where I can maximize my skills, quality assurance, customer service, and a successful track record in corporate environment.



WORK EXPERIENCE

S4Carlisle Publishing Services (P) Ltd NOVEMBER 2012 - APRIL 2025
Team Leader (Technical Publications)

- Handling a team of 10 members in Quality Control (Localization and Translation) and getting the work done by them.
- Working collaboratively on localization and translation for various clients across the world.
- Assist with planning and delivery of projects
- Ensure all commitments are met in accordance to the goals and objectives of the project
- Kept and maintained project files
- Analyzing the Quality of work and handling risk management
- Identifying the defects and taking necessary action to solve the problem.
- Coordinating with the management in achieving the organizational objective.
- Assisting and supporting team in their daily activities and with project closure activities
- Providing training for fresher's Feedback evaluation and a training session is organized as per client requirement.
- Communicating with the translators and getting the translations work done by them.

Cosmic Global Ltd

July 2009 – November 2012

Quality Controller-Translation

- Analyzing the Quality of work.
- Responsible in delivering the final product to the clients.
- Ensure to deliver the best quality output.
- I have conducted training sessions on quality aspects.
- Working collaboratively on translation for various clients across the world.
- Accomplished fruition of many projects simultaneously by incorporating best practices.
- Coordinating with the project managers for root cause analysis and working on preventive actions for escalations received.
- Assisting and supporting team in their daily duties.



WORK EXPERIENCE

Tips Data Systems (P) Ltd

February 2007 – June 2009

Trainee Associate

- Carry out the Data Mining and XML conversion tasks on day - to -day basis.
- Responsible to achieve customer satisfaction.
- Completely responsible for on time delivery of the given task.
- Responsible for the quality and delivery for assigned task

Manu InfoTech

May 2006 – December 2006

PC Maintenance

- Taken care of the basic maintenance activity
- Responsible for maintaining records
- Maintained database as per requirement.



PROFESSIONAL SKILLS

- Excellent knowledge in understanding clients needs in localization and translation field
- Advance knowledge in MS office (MS Word, PowerPoint, Visio and Publisher)
- Also worked in In Design, Illustrator, and Photoshop depending upon client requirement.
- Creating Documents as per Aesthetic View.
- Creating Documents as per Client request in MS-PowerPoint and MS-Word.
- Creating Styles and Outline Numbering in MS-Word.
- Creating TOC, Bookmarks, Index and Hyperlinks.
- Creating Tables, Headers & Footer in MS-Word.
- Know about Footnote, Endnote and Breaks in MS-Word.
- Basic knowledge in TRADOS, XML conversion (Q C and POC).



LANGUAGES WORKED

- **All Indian Languages**
- **Asian Languages:** Burmese, Bangladeshi, Chinese, Cambodian, Indonesian, Japanese, Khmer, Korean, Kurdish, Lao, Malay, Nepalese, Singhalese, Thai & Vietnamese
- **African Languages:** Amharic, Lingala, Somali & Zulu
- **Middle East & Eastern European Languages:** Arabic, Farsi, Hebrew, Bulgarian, Croatian, Czech, Estonian, Hungarian, Mongolian, Polish, Romanian, Russian, Serbian, Slovenian, Slovak (Slovensky), Turkish, Ukrainian & Uzbek
- **European Languages:** Danish, Dutch, Finnish, French, Flemish, German, Greek, Icelandic, Italian, Norwegian, Portuguese, Spanish & Swedish



WORKFLOW PROCESS INVOLVED

- DTP (Tidy-up)
- Image localization
- Pre-flight check
- Final preparation of print ready files
- Magazine publishing
- Text extraction from scanned (non-editable) PDF into MS word file (OCR conversion), manual keying and proofreading and formatting in word file as per the scanned PDF.
- Extraction of text for translation from Images, Drawings and screen shots
- Image localization



EDUCATION

Diploma in Computer Engineering (D.C.E)

Dr. M.G.R. College, Arani

2003 – 2006

PROJECT DETIALS:

Semester: 6th semester

Project Name: Driving licenses maintains

Using Software: Visual basic & MS Excel

S.S.L.C

A.C.S Matriculation Higher Secondary School, Arani

2003

Place: Chennai.

Date:

(ANANDHAN.B)