

Shailesh Kumar

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Summary

Diligent Project Coordinator with innate ability to understand customer needs and create innovative solutions that serve them while maintaining operational efficiencies. Dedicated to inspiring employees and enjoy discovering methods designed to improve workflow and utilize the resources in most efficient way.

Experience

EZ Lab Private Limited

Team Lead-Delivery Operations, Gurugram, Haryana

01/2022 – 03/2023

- Efficiently managing end-to-end localization projects, ensuring on-time and within-budget delivery.
- Coordinating with cross-functional teams, including translators, vendors, engineers, and stakeholders, to achieve project objectives.
- Developing comprehensive project plans, outlining tasks, timelines, and resource allocation, resulting in a streamlined localization process.
- Utilizing project management tools and softwares to track progress, identify potential bottlenecks, and implement corrective actions.
- Conducting quality assurance and linguistic reviews to guarantee accurate and culturally appropriate translations.
- Overseeing the creation and maintenance of localization style guides and glossaries to ensure consistency and brand integrity.
- Managing localization budgets, negotiating vendor contracts, and optimizing costs without compromising quality.
- Providing regular progress reports and updates to stakeholders, highlighting key milestones and potential risks.

EZ Lab Private Limited

Associate/ Senior Associate-Delivery Operations, Gurugram, Haryana

09/2020 – 12/2021

As part of the operations team, my primary duty was to manage assignments primarily translation process, which include:-

- To ensure all incoming work is allocated to high quality translators in our network.
- Follow up with translators and proofreaders.
- Communicate with clients to ensure the high quality of service.
- Work on MS Office and MS Word.
- Proofread translated documents, and provide feedback to translators on their work
- Run translator onboarding process.

Skills

- Project management
- Vendor management
- Strategic planning
- Knowledge of translation tools and softwares viz. MemoQ, Trados etc.
- Client relations
- Operations Management
- Workflow planning
- SME Onboarding/ Vendor Contract Negotiation
- Microsoft PowerPoint
- Team Building

Education

Mechanical Engineering

Applied College of Management and Engineering, Palwal, Haryana

09/2016

MA Economics

Pt. Jawahar Lal Nehru Government College, Faridabad, Haryana

09/2021

Achievements and Awards

- Fastest to climb the ladder from an associate to team lead in the organization.
- Assisted Associate Director of the company with the creation of the SOPs of new service lines and in the logistics of some of the onsite interpretation projects.
- Have cleared a couple of IBPS exams.
- Have cleared the NDA written exam.

Languages

English, Hindi