

SHALINI SRIVASTAVA

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Techzone 4, Noida extension
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Career Objective:

10 years of experience in IT, ITES & translation industry, strong ability to communicate clearly and appropriately with executive and management level business partners, non-technical end users, technical subject matter experts and vendors. Excellent team player & mentor.

Professional Experience:

1. Tongues Translation LLC

Project Manager, Jun 2023 to Present

Responsible for setting project scope and timeline, overseeing staff, coordinating translation and editing, and ensuring timely delivery. I am in charge of coordinating email communication with clients, translators, graphic designers, and all participants throughout the process.

Top 5 key skills: Team Management, Project Planning, Project Coordination, Project Execution, Quality Management.

2. Words in Videos, Noida (Translation Company)

Team Leader, Jan 2013 to June 2023

A start-up company offering Translation, Transcription, Subtitling & Dubbing services

Responsibilities:

- Daily client interaction (National & International) & manage the projects demands & requirements.
- Ensuring timely delivery of the projects to meet the SLA.
- Implementation of CSI plans to measure the quality of the deliverable projects.
- Managing a team of 10 members & their reporting.
- Being a part of the management team, Responsible for timely delivery of projects & meet the client expectations.
- Project audits on various parameters set by the company.
- Manage multiple priorities and offer training to the new hires.
- Resource alignment, Job allocation & training.
- Added revenue for the company by bringing business from domain related platforms.

2. HERO ITES, Gurgaon

Associate, May 2011 to Oct 2011

Responsibilities:

- Handling full lifecycle web development in varied industries
- Responsible for co-ordinating and mentoring with the team members
- Website upload and maintenance
- Graphic designing

3. Crest Logix Softserve(P) Ltd.

Project Manager, Jan 2007 to Nov 2010

Responsibilities:

- Handling full lifecycle web development in varied industries
- Responsible for co-ordinating and mentoring with the team members
- Website upload and maintenance
- Graphic designing

Education:

1. Diploma in Software engineering from NIIT
2. Graduation: Bachelor in Arts from Allahabad University in 2005.

Skills:

- Expert in various MS office tools
- Good communication skill and ability to structure logical analysis in presentations
- Proficient in client services and project handling Skill
- Ability to work in new and challenging, as well as deadline driven environment.
- Willingness to work in groups.
- Willingness to learn new concepts and ideas involving new technologies with an ability to adapt quickly and implement effectively.

Personal Profile:

Date of Birth: 06th April 1984

Marital Status: Married

Languages known: Hindi, English