

SHALINI SRIVASTAVA

B-19/13, Himalaya Pride,
Techzone 4, Noida Extension

☎ +91-9650128226 | ✉ shalini28226@gmail.com

PROFESSIONAL SUMMARY

Dynamic and results-oriented Project Manager with over 10 years of experience in IT, ITES, and translation industries. Proven ability to manage cross-functional teams, deliver high-quality multilingual projects, and build strong relationships with global clients. Skilled in project planning, team leadership, and client engagement with a commitment to excellence and continuous improvement.

CORE COMPETENCIES

- Project Management & Coordination
 - Team Leadership & Mentoring
 - Relationship Building
 - Quality Control & SLA Compliance
 - Translation & Localization Services
 - Multilingual Content Delivery
 - Training & Resource Allocation
 - Web Development & Graphic Design
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PROFESSIONAL EXPERIENCE

Freelancing – *Remote*

Project Manager | *June 2023 – May 2025*

- Lead end-to-end project execution, including planning, resource coordination, and quality assurance.
- Act as the primary point of contact for clients, translators, and internal teams.
- Ensure on-time and accurate delivery of translation and localization projects.

Words in Videos, Noida

Manager / Team Leader | *January 2013 – June 2023*

- Managed a team of 10 professionals delivering translation, transcription, subtitling, and dubbing services.
- Interfaced with domestic and international clients to gather requirements and ensure satisfaction.
- Oversaw project timelines, SLA compliance, and continuous service improvement initiatives.
- Conducted quality audits, team training, and resource alignment.
- Generated additional business through lead conversion from domain-specific platforms.

HERO ITES, Gurgaon

Associate | *May 2011 – October 2011*

- Contributed to full lifecycle web development and ongoing website maintenance.
- Coordinated design, development, and deployment tasks within the team.
- Engaged in graphic design and interface enhancements.

Crest Logix Softserve Pvt. Ltd.

Project Manager | *January 2007 – November 2010*

- Led web development projects for diverse clients, managing both technical and creative aspects.
- Mentored junior staff and ensured smooth delivery of digital assets.
- Performed graphic design tasks and website deployment activities.

EDUCATION

- **Diploma in Software Engineering**, NIIT
- **Bachelor of Arts**, Allahabad University (2005)

SKILLS

Project Management & Communication

- End-to-end project lifecycle execution
- Client servicing and stakeholder management
- SLA adherence and risk mitigation
- Good written and verbal communication

Team Leadership & Operations

- Team mentoring and performance management
- Resource allocation and job distribution
- Cross-functional collaboration

Technical & Tools Proficiency

- Microsoft Office Suite (Word, Excel, PowerPoint, Zoho)
- Project tracking tools (e.g., Cliq, Asana)
- Basic graphic design (Photoshop/CorelDRAW – if applicable)
- Website maintenance and content management

Soft Skills

- Strong problem-solving ability
- Quick learner and adaptable
- Organized, dependable, and deadline-focused
- Effective in high-pressure environments

PERSONAL DETAILS

Date of Birth: 06 April 1984

Marital Status: Married

Languages Known: Hindi, English