

Shivani Singhal

Associate Localization Engineer

MBA (Information Technology) - 2017 & BCA - 2015 | BVIMR, New Delhi campus
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- ✚ Handling projects for more than 4 years into industries like localization, product and software.
- ✚ Coordinating & supporting teams for accurate execution of projects and for achieving overall profits to business.
- ✚ Have experience in managing teams within the organization.
- ✚ Remain focused on schedule and deliverables of task.
- ✚ Work on initiatives to ease some project manual works and hours.
- ✚ Analysis and research the weak and potential areas of applications used for localisation.
- ✚ Experience in managing the weekly and monthly financial reports for the completed projects.

Professional Experience

Yara International, Bangalore Remote

Associate localisation engineer | April 2023 to Present

Project Business line: Localization requirements for company self-owned application “ Yara Application”

- First point of contact for Localization vendor teams to ensure quality and timely delivery of localization outputs. Provide second level technical support to the localization vendor engineering teams.
- Create and maintain tools, processes, and documentation needed for effective and scalable software localization and testing.
- Work closely with Solution teams, Content, Designers, and Vendors as the main coordinator for localization of digital products and content.
- Evaluate products for international readiness and provide recommendations as well as contribute to development effort when needed.
- Experience using Translation Management Systems (TMS) such as Phrase, Lokalise to manage language files in JSON or YML formats.
- Handling GitHub and Visual Studio Code for code push and raising PR.
- Taking care of invoice process and monthly track for ongoing projects and documenting revised contracts.
- Taking initiatives for hiring new localisation vendors for company & market.

Dell, Bangalore Remote (On payroll of Varite)
Senior Project Analyst | March 2022 to January 2023

Project Business line: Localization of Dell laptop software's, general doc, pdfs, html, .json files, e-manuals, help-books, advertisements, legal files & Dell agreement's.

- Assisting L10N projects and working closely with internal stakeholder across different LOBs, as well as external stakeholders including LSPs and Quality team for effective and on-time delivery.
- Scheduling, budgeting according to proposals to determine feasibility, costs, and risks involved. Preparing and validating reports on project status and key activities to communicate with project sponsors or stakeholders.
- Access JIRA for raising and solving queries during the project releases.
- Share hands-on training sessions to new Stakeholders who are onboarded.
- Updating and documenting project completion status with achievements and drawbacks faced during the complete project management lifecycle into respective confluence pages.
- Handover the deliverables back to stakeholders using SharePoint, Smartsheet's, FileZilla. Finalize the financial sign off with the help of "Cube - Platform" for tracking monthly and quarterly PO's.

Upside LMS, Pune Remote
Customer Success Manager | March 2021 to Feb 2022

SAAS (Software as a Service) is the business product line [Learning Management System]

Coral Knowledge Services Ltd, Delhi Regular On-site Job
Project Coordinator | April 2019 to August 2020

Project Business Line: Translation of Gaming contents, Electronic E-manuals (Like, Huawei Phones & Devices)

ELK India Private Ltd, Delhi Internship
Project Coordinator | December 2017 to January 2018
Project Business Line: Development of Websites & E-Books.

TECHINCAL SKILLS

CAT Tools | QA Tools | Microsoft Office | Canva | FileZilla | PM Track Tools | SharePoint | Confluence | JIRA | TMS | GitHub | Visual Studio Code | File management