

SUBHRA RANJAN SATAPATHY

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Career Summary

Localization, Translation and Interpretation Operations and Production Management - 7.5 plus years of experience. B. Tech graduate in Applied Electronics and Instrumentation Engineering. Account Handling - Interaction with multicultural clients, preparing quotations, price matching. Resource Management - Internal team mentoring, freelancers' onboarding, training of freshers. File Pre-engineering and final output controlling. Quality assurance - fixing bugs and errors. DTP and Post-formatting knowledge. CAT tool, TMS, Microsoft, Google, Zoho Workspace. Project management software. Always attainable for any changes in technologies and processes. User-friendly by nature. Excited to explore new opportunities and discuss with various persons to acquire career development and objectives for the organization, myself and the surroundings.

Professional Experiences

📌 **Linguidoor Translations Services (Remote, India)**

Localization Manager: From October 2023 onwards

Description: Managing Localization department. Account management of clients, providing quotations as needed. File pre-engineering and processing to accurate CAT tools taking into consideration high-quality final outputs. Project management, Preparing schedules, Vendor management, Freelancer's recruitments and allocation. Internal team onboarding and training. Quality analysis and fixing technical errors. Desktop publishing, formatting and final delivery.

🌿 **Linguava (Remote - Consulting Services Contractor, India)**

Localization and Translation Project Manager: From April 2023 to May 2023

Description: Completed the course HIPAA Awareness for Business Associates. Participated in the web-based training on Combating Medicare Parts C & D Fraud, Waste & Abuse. Updating the Translation Memory (TM) and processing requests from clients. Worked on Plunet business manager, G-meet, G-chat, Trados Studio 2021 and 2022.

👤 **Translate By Humans (Onsite - Ahmedabad, Gujarat, India)**

Localization Quality Assurance Project Manager: From January 2023 to April 2023

Description: Managing the overall quality of deliveries, Streamlining the pre-stage engineering processes to have better file preparation and thereby high-quality mirror image end-products / outputs, Mentoring for Quality Analysis, Desktop Publishing, and File Preparation CAT tools.

Software and tools: Zoho One, Smartcat, Aegisub, Subtitle Edit, Microsoft 365, Notepad++, WorkComposer, TeamViewer, Zoom, etc.

🌞 **Day Translations (Remote - Freelance Independent Contractor, India)**

Localization Project Manager: From December 2020 to September 2022 (1 year 9 months)

Description: Preparing quotations for versatile Certified (like SWORN, NAATI, ATA, NAJIT)

and Non-Certified translations. Also, for additional services such as Office Pickups, Mailings, certificates of Accuracy Notarizations, Apostille Legalizations, Notarized Affidavits, Academic Evaluations, etc. Assigning freelancers and dealing with specialized Localization requests - Mobile apps, Websites, Computer Games, Software, IT training, and e-learning. Following up on the unapproved quotes and providing adequate discounts by monitoring the margins. Even price-matching with competitors if the situation demands. Monitoring other projects such as Desktop Publishing, Transcreation, audio-visual subtitles, Transcription, and Voice-overs. And In-person, over-the-phone, and Video Remote Interpretation.

Software and tools: ABBYY FineReader, Adobe Acrobat, and Online platforms: Slack, Zoom, Skype, FreshBooks, CRM, TMS, Intercom, SmartCat, Lokalise, Kommunicate, Lattice, etc.

Andovar Localization Services (Onsite - Kolkata, West Bengal, India)

Localization Project Coordinator from September 2018 to November 2020 (2 years, 3 months)

Description: Managing clients from all around the globe for various localization and translation businesses; e-learning and gaming translation, editing, LQA, proofreading, audio and video recording; lip synchronizing & multimedia dubbing, AI transcription, hardcoded & soft coded subtitling, transcreation, game testing as well as other integration tasks. Efficiently took part in 2 weeks of training & internal staff interaction program at our Bangkok, Thailand office.

Software and tools: Oracle NetSuite (cloud ERP & CRM), Slack, Basecamp, GitLab enterprise, Adobe PDF, Notepad++, Beyond Compare, Microsoft Office 365– Outlook, Teams, SharePoint, OneDrive, Skype for business, Excel, Word, CAT tools– Wordbee TMS (Translation Management System), Transifex, XTM suite (cloud TMS), Memsorce, etc.

Braahmam International (Onsite - Bhubaneswar, Odisha, India)

Senior Project Coordinator: from September 2015 to May 2018 (2 years, 8 months)

Description: Europeans, Australians, Asians & Americans client communications, team leading & mentoring team members. Working through a Project management system - Plunet Business manager. Proper understanding of customer requirements, budget finalizing, and scheduling with teammates both internal and external resources from different regions to complete the project. Analyzing queries and discussing them with the client. Working with a team and motivating team members to remove impediments and provide necessary data required for overall progression. Tracking and reporting updated status regularly. Striving towards continuing professional relationships and development with clients.

Software and tools: Plunet Business Manager, Mozilla Thunderbird, Microsoft Skype & Office - Word, Excel, PowerPoint, Smart CAT, CAT tools - Trados 2007, Trados Studio 2009, 2015, 2017, Memo Q, Memsorce, LEAF, Loc Studio, Passolo 2011, 2015, Google Translator Toolkit (GTT), Nokia – NTR & other client provided tools.

Academic Qualifications

Siksha 'O' Anusandhan University - SOA (Bhubaneswar, Odisha, India)

Graduation Engineering (B. Tech): Completed Bachelor in Technology Applied Electronics & Instrumentation from the Institute of Technical Education and Research (ITER) 2011 to 2015.

ODM Public School (Bhubaneswar, Odisha, India)

Senior School Certificate Examination (SSCE): Completed 12th Science CBSE board 2011.

Kendriya Vidyalaya (Sambalpur, Odisha, India)

Secondary School Examination (SSE): Completed 10th CBSE board 2009.

Personal Details

- ✚ **Father's Name:** Ramakanta Satapathy
- ✚ **Mother's Name:** Rebati Satapathy
- ✚ **Date of Birth:** 3rd January 1994
- ✚ **Gender:** Male
- ✚ **Nationality:** Indian
- ✚ **Languages Known:** English, Hindi, Odia & to some extent Bengali

Declaration

I hereby declare that the information given above is true to the best of my knowledge & belief.

Place: Bhubaneswar

Date:

Subhra Ranjan Satapathy

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