

Mohammad Talha Shaikh

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PROFESSIONAL SUMMARY

Quality Analyst with 3 years of experience and a background in Computer Science (B.Tech). My technical education helps me easily navigate transcription platforms and SE software for subtitling projects. I am attentive to detail and accustomed to handling confidential content professionally. I take pride in producing error-free work and working efficiently to meet daily targets.

AREAS OF EXPERTISE

- **Linguistic Skills:**
Fluent multilingual communication, proofreading, and quality checks.
- **Transcription & Captioning:**
Verbatim & Non-Verbatim Transcription, Subtitle Creation & Editing, Time-Coding, Quality Assurance (QA), and Final Proofreading.
- **Technical Proficiency:**
CCC, DCA (Diploma in Computer Application) Advanced Keyboard Skills (High WPM), Proficient with various transcription software (e.g., Express Scribe) and video editing tools, SE and others for Subtitling.
- **Professional Skills:**
Active Listening, Critical Thinking, Time Management, Deadline Adherence, Constructive Feedback, Research & Verification.

WORK EXPERIENCE

Reviewer (QC) | Real Team Systems | Aurangabad, IN
March 2022 – May 2025

- Serve as the final quality checkpoint, meticulously proofreading and editing a high volume of work to correct errors, consistently achieving over 99% accuracy.
- Ensure all outputs strictly adhere to specific client style guides, formatting requirements, and project deadlines.
- Provide clear, constructive, and actionable feedback to team members, fostering skill development and improving overall team performance.
- Manage workflow to handle multiple projects simultaneously, prioritising tasks effectively to meet demanding turnaround times

EDUCATION

B.Tech in Computer Science | Present
MIT B.Tech College, Aurangabad, Maharashtra, India.

Focused on advanced software development, system architecture, and modern computing technologies.

Diploma in Computer Science | 2018-21,
MIT Polytechnic College, Aurangabad, Maharashtra, India.

Completed intensive coursework in computer fundamentals, programming, and system analysis.

INTERESTS

Continuous Learning

Actively read about advancements in technology, business processes, and fiction to stay informed and broaden perspectives.

Strategic Learning

Engage in strategic challenges and problem-solving activities which sharpen efficiency and performance under pressure.

Signature