

TATHAGAT DAS

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ASSISTANT PROJECT MANAGER – LOCALIZATION

50,000+ Pages Delivered | Trados | TMS | AI-OCR | Costing & Client Delivery

PROFILE SUMMARY:

Results-driven Assistant Project Manager with 10+ years of experience across localization, project coordination, and operations. Proven track record of delivering large-scale, high-volume localization projects (300+ PDFs / 50,000+ pages) within tight deadlines while maintaining quality and SLA compliance. Strong expertise in cost estimation, workflow optimization, and client communication using tools such as SDL Trados, TMS, AI-OCR, ABBYY FineReader, and Adobe.

CORE COMPETENCIES:

- Localization Project Management
- SDL Trados / Trados Studio
- Translation Management Systems (TMS)
- AI-OCR & PDF Processing
- Cost Estimation & Quoting
- Stakeholder & Client Management
- Quality Assurance (QA)
- Workflow Optimization
- Cross-functional Team Coordination

PROFESSIONAL EXPERIENCE:

Assistant Project Manager – Localization

Lionbridge Technologies | Oct 2022 – Present

Job Responsibilities:

- Managed end-to-end localization projects for global clients, ensuring delivery within strict deadlines and quality standards.
- Successfully handled 300+ PDF files comprising over 50,000 pages, ensuring accurate processing and timely execution.
- Conducted detailed file analysis and prepared cost estimations using SDL Trados and TMS tools.
- Specialized in complex file conversion and processing using AI-OCR, ABBYY FineReader, and Adobe tools.
- Optimized workflows to reduce manual effort and improve turnaround time across high-volume projects.
- Acted as a primary point of contact for clients, ensuring clear communication and quick resolution of issues.
- Collaborated with linguists, DTP, and QA teams to ensure consistency, scalability, and quality delivery.
- Maintained adherence to client guidelines, QA processes, and SLA commitments.

Key Achievements:

- Delivered large-scale localization projects involving 50,000+ pages with high accuracy and efficiency.
- Improved project turnaround time by implementing workflow optimizations.
- Enhanced client satisfaction through proactive communication and issue resolution.

Site Manager

Adiyogi – Home & Health | Dec 2019 – Oct 2022

Job Responsibilities:

- Managed end-to-end execution of interior and civil projects, ensuring quality and on-time completion.
- Led procurement, material management, and vendor coordination to optimize project costs.
- Interfaced with clients to capture requirements, prepare quotations, and oversee delivery as per design and schedule.
- Monitored team attendance, productivity, and performance metrics to maintain project efficiency.

Sr. Analyst / Team Lead

eClerx Services Ltd. | Mar 2011 – Oct 2019

Job Responsibilities:

- Led email campaign and content operations for global clients including PayPal and Dell.
- Managed QA, reporting, and KPI tracking with ~99% accuracy.
- Automated workflows using VBA, reducing manual effort by ~15%.
- Handled localization operations across 30+ languages.
- Conducted RCA and reduced defects by ~20%.
- Recognized with multiple client and internal awards.

Technical Skills:

Tools: AI-OCR, ABBYY FineReader, Adobe Acrobat, SDL Trados Studio, Practi-count, Translation Management Systems (TMS), Language Cloud, Azure, Gemini.

Languages: VBA, SQL, HTML, CSS, C, C++,

Academic Qualification:

Examination	School/Institute	University	Year Of Passing
S.S.C	Kendriya Vidyalaya Bhandup	Mumbai	2002
H.S.C	Ramanand Arya DAV College	Mumbai	2004
B.Com	Ramanand Arya DAV College	Mumbai	2007
Advance Diploma in Software Engineering	Computer Center	Mumbai	2007

Personal Information:

Father's Name: Dr. Barun Kumar Das
Date of Birth: 2nd June, 1986
Gender: Male
Marital Status: Widow
Nationality: Indian
Languages known: English, Hindi, and Bengali
Hobbies: Playing Cricket, participating in Drama, Surfing.

I hereby confirm that the information given above is true to the best of my knowledge.

Place: Mumbai

Date: __/__/2026

Tathagat Das