

# Varsha Rohit Chavan

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## **Professional Summary**

Enthusiastic and experienced Business Associate with more than 4 years of experience in Translation and Localization Industry eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of overall management of Translation, Proofreading, Voice Over, Subtitling, Transcription and Closed-Captioning Projects. Good reputation for solving problems and improving customer satisfaction. Motivated to learn, grow and excel in Translation and Localization Industry.

## **Education**

### **B. E. in Computer Engineering (2016)**

Cummins College of Engineering Pune ,Pune

### **Diploma in Computer Engineering (2013)**

Government Polytechnic Pune, Pune

### **SSC Board (2010)**

Someshwar Vidyalaya Someshwar Nagar,,Baramati

## **Work Experience(4 year, 8 months)**

### **1) Relationship Officer (Aug 2021- Nov. 2021)**

#### **Crystal Hues Limited**

Crystal Hues Limited, is one of the largest integrated communications service provider in India with more than 150 dedicated domain specialists ensuring end-to-end superlative services. CHL having four specialized verticals viz; CHL Localization , CHL Worldwide , CHL Softech and CHL Digital ensures integrated solutions to your communication life cycle requirements.

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**Responsibilities:**

- Managing each step of the localization process: initiating, executing, and closing projects.
- kickoffs to creating detailed project plans and deliverables.
- Overseeing end-to-end localization workflow across the team using translation management tools and systems.
- Coordinating freelancers, localization vendors, linguists, subject-matter experts, and internal stakeholders.
- Documenting each step of the process and optimizing it.
- Communicating internally and externally with stakeholders to ensure effective cross-team collaboration
- Proactively assessing project risks through prioritization, budget management.
- Develop project status reports for customers and colleagues.
- Utilize databases, spreadsheets and various tools to track localization projects.
- Balancing translation costs and project budgets
- Responsible for PMS and target assigned with the assistance of Account Managers.

**2) Business Associate (Nov. 2017 – Aug. 2021)****Translang Ways Solutions Pvt. Ltd. (Karvenagar, Pune)**

Translang Ways Solution Pvt. Ltd is a Language Interpretation and Translation Service company which provide cutting edge solutions in language Translation, Content Writing, Interpretation, Localization, Transcription, Language Trainings & Subtitling and Voiceovers.

**Responsibilities:**

- Maintaining a database of freelancers, evaluated submitted work and allocating appropriate work.
  - Determining cost of works and ensure cost efficient projects.
  - Establishing training programs for employees and managing a team for same.
  - Supervising translation, proofreading, voice over, Transcription, Sub-Titling projects in both oral and written forms.
  - Monitoring all editing, proof reading and revisions of various translated/transcribed materials.
  - Coordinating with team members and maintaining good working relations.
  - Assisting Senior Manager and resolving all issues in prescribed time frame using SDL Trados software.
  - Managing the projects of various domains i.e. Legal, Technical, Medical, Website content, Business officials in regional and foreign languages.
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- Managing all aspects of Translation and Localization division, including: Client Management, Issuing Purchase Orders, Contracts and Invoices, Designing glossary for work and answered all queries from Translators.
- Responsible for arranging the clients meetings.
- Maintaining a database of Client and evaluated submitted work.
- Making important cold calls towards the client for business development perspective.

### **3) Data Analyst (July- 2016 to April-2017)**

#### **Translang Ways Solutions Pvt. Ltd. (Karvenagar, Pune)**

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#### **Responsibilities:**

- Acquiring data from primary or secondary datasources and analyzing data of Bing Advertisements and do the Data labeling by using open source big data tool (UHRS Software) and following Microsoft Guidelines.
- Generating Reports and Report Analysis.
- Carried out day-day-day duties accurately and efficiently.

#### **Accomplishments:**

- **Received Best Employee Award 2016 (Data Analyst- TranslangWays Solution Pvt. Ltd.)**

#### **Skills:**

- Enthusiast learner with good grasping power
- Outstanding to deal with problems through innovative approach
- Good at Interpersonal and Communication Skills
- Good at Team Management Skills.
- Good Multi-tasking approach towards the work
- Ability to work under pressure.
- Project Planning and development
- Proficient in MS office
- Negotiation skills & Time Management skills

#### **Hobbies:**

- Spending time in Nature
- Travelling

- Listening Music

**Language Proficiency:**

Language	Speak	Read	Write
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

**Declaration:** I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Date:**

**Yours Sincerely,**

Varsha Rohit Chavan