

# SHRAYA BHARTI

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Gurgaon, Haryana

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## Skills

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To make a positive contribution as part of your dynamic and well reputed organization in a position where my core technical, management, and communication skills will be appreciated and enhanced and accepting the challenge of today's fast developing industry by utilizing all the knowledge and skill.

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## Experience

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### **LINGUAL CONSULTANCY SERVICES PVT. LTD., Gurgaon - Project Executive**

August, 2021 - PRESENT

- Majorly handling the projects of European clients, related to Translation, Transcription, Subtitling, MTPE etc.
- Project execution that complies with deadlines, quality requirements, and profitability targets.
- Closely interacting with the Sales team for allowing them to respond to business queries and help execution of projects effectively and efficiently.
- Onboarding new resources as per the project needs basis on their experience and domain.
- Acquired the ability to bargain, assign tasks to available resources, and guarantee prompt customer deliverables.
- Complete all quality assurance checks to make sure the appropriate quality requirements are met.
- Administrative tasks such as invoicing, scheduling meetings, providing training to the team-mates and the team of linguists working on the project.

### **WALIA AND ASSOCIATES, Gurgaon - Intern in HR Recruiter and Finance**

August, 2019 - December, 2019

- Worked as Technical Recruiter & Financial Data analyst intern.

- Pinpointed candidate motivators and used them to successfully recruit quality candidates.
- Strong accomplished experience in direct technical and engineering recruiting.
- Deep knowledge in all full lifecycle recruiting, sourcing, qualifying, networking, assessing, salary trends, relationship management.
- Managed organization's resources effectively for development of organization.

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## Education

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### **Kazi Nazrul University, Asansol - Bachelor of Business Administration (BBA)**

Highest scorer in college.

Selected as the core member for my college Fest, which was held in October 2018.

Prepared a survey on the brand of cosmetics used by women in Asansol.

### **D.A.V Public School, Asansol - 12th (Commerce)**

Prepared a statistical survey on the demand of Chocolates and its impact on the Economy in the class XIIth.

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## Technical Skills

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Fluent in MS Office 365 and advanced knowledge and expertise in MS Excel.

Localization/CAT tools: XTM Cloud, SDL Trados Studio, memoQ, Subtitle Edit, MSX Platform, Iyuno- SDI App hub.

Completed certified course in SQL, and tableau for data analytics.

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## Languages

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English, Hindi and Bengali

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## Hobbies

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Traveling and exploring new places

Cooking

Dance