Curriculum Vitae

Chellaiah @ Immanuel Chellaiah

Tamil Translator, Localization DTP and Voice Over Expert

6&7A, G1 Mahima Apartments, 5th Main Road, Bhel Nagar, Medavakkam, Chennai 100
Mobile: 9840528905 / 9840806426 Email: chellaiah\_06@yahoo.co.in

###### **Summary of Skills & Experience**

Working as a full time Localization professional (Tamil translator and Multilingual DTP Expert)

Knowledgeable, tech savvy translator (Able to work with CAT tools like SDL Trados) with a depth knowledge over the native language Tamil and the culture of Tamil Nadu. 8+ years of work experience in Localization industry with multinational clients in different roles.

* Translation, Proofreading , Editing, Localization, & Transcription in ENGLISH & TAMIL vice Versa
* Subtitling Translation
* Handled more than 10 Lakhs words in Social media domain For FACEBOOK
* Delivered around 3 Lakhs words for Google Products (Chrome Data collection, Google voice search research translation)
* Translated 10 Lakh words in Education, Marketing and General domains
* Handled more than 15 Lakh words for Amazon for their Ecommerce portal as a team
* Handled 25 Lakh words of other Indian languages as a Project Manager for leading translation companies
* Medical [Clinical Study] – have done many clinical trial materials for English to Tamil and Tamil to English with our team, we also have a team of experienced translators to handle the medical content

Have a good team of translators for all Indian languages

* Multilingual DTP for all European, Middle Eastern, Asian and Indian languages
* Having Good interpretation, Voice translation, on the spot spontaneous translation skills
* Specialization in General, IT, software localization, website localization, Mobile App technologies, Telecom, Mobile App localization, Medical, Education and Christian religious translations
* Speed, accurate and quality delivery
* Good proficiency in CAT tool (SDL TRADOS 2015), MemSource, XTM, SMART CAT
* 7 years of experience in Localization industry out of my 11 years of experience
* Rate: **0.025 USD per word for translation** **0.015 for Editing** and **10 USD per hour for proofreading**

Experience Summary

14 years of experience in Translation & Localization, Multilingual DTP and ITES.

* Skilled at Project Management, Production Management, Team Management, Vendor Management and rate negotiation
* Ability to manage multiple projects in parallel and work effectively under pressure in a deadline-driven environment
* Resource Management and Business Development
* Expertise and maintain excellent working relationships with clients
* Familiar with E-Publishing work-flow, XML, DTD, XSLT, Adobe InDesign, Adobe Illustrator, Framemaker and MS office, L10N, G11N and I18N

Education

* M. Sc., Computer Science – May 2005
* B. Sc., Electronic Science – December 2002

Native Language

* TAMIL

Languages (Working)
ENGLISH to TAMIL and TAMIL to ENGLISH Language pairs – can support for other Indian languages based on the request

Domains:

* General
* Social Media translation
* Marketing
* Mobile
* Telecom and Information Technology
* Software / Website Localization
* Mobile App localization
* Education
* Religious (Christian contents)
* Christian Studies
* Christian Books, Christian Biographies,  Christian Theology, History, Bible Studies
* Medical [Clinical Study] – have done many clinical trial materials for English to Tamil and Tamil to English with our team, we also have a team of experienced translators to handle the medical content
* Legal
* Printing & Publishing
* Advertising / Public Relations
* Social Science
* Business / Finance
* Government / Politics
* Journalism
* Economics
* Medical, Engineering and Science
* Can be assisted for other Indian, Asian, Middle Eastern, European and Right to left languages for competitive prices

**Clients:**

* Valuepoint Knowledgeworks,
* Corel Knowledge Services
* TransIndia,
* MultiTrans Media,
* GulfLocalization cloud
* Mayflower Language Services,
* Sarita Translations
* Blue Elephant
* Asian Trust (Japan)
* Gem Translators,
* Writing Base,
* Research Organizations, NGOs
* Educational institutions,
* Christianity,
* News agencies, etc.,
* Facebook, Phonepe, Tinder
* Microsoft
* Braahmam
* Alpha Omega Translations
* Trans India
* Integrity China
* Beno Language
* Wawasan Malaysia
* Quadrate Multilingual
* LionDepot
* WebDPrint
* B2K Publishing
* Dista LLP
* White Globe
* Itransmaster
* LinguaIT
* VIAX

My service portfolio includes,

**1. Translation**

Offers Professional Translation, Editing, Proofreading, and DTP services for English to Tamil and Tamil to English

**Desk top Publishing Services**

**2. Pre translation document preparation services** **(for all languages)**

1.  Pre translation document preparation services

2.  Text extraction (OCR) and manual Keying and proof reading

3.  Extraction of text for translation from Images, Drawings and screen shots

4.  Creation of master source document

5.  Format conversion (Ex :MS Word to InDesign, PDF to InDesign, etc.,)

6.  Art management, resizing, relabeling, complete rework

7.  Illustrations

**3. Post translation services (for all languages)**

8.  Localization DTP (cut and paste and complete formatting DTP, layout checking and tidy up )

9.  Revisions and edits incorporation

10.   Final preparation of print ready files

11.   Preflighting

12.   Image localization

13.   Screen shot localization

**Formats :**  Adobe FrameMaker, InDesign, MS Word, MS PowerPoint, MS Publisher, PageMaker, CorelDRAW, Adobe Photoshop

**Languages supported**:
European languages Asian languages including Malay, Thai and CJK , Arabic, Hebrew, Farsi and Indian languages.

**3. Voice Over (Tamil):** Back ground voice for skits, did many on stage programs, simultaneous voice translation in the church.

**Experience in Project management and Team Handling**

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| Wistran Langauge Services, Project Manager, Chennai | Sep 2015 to till date |

* Project management in Multilingual DTP and Translation services, using variety of applications such as Adobe FrameMaker, Illustrator, InDesign, Photoshop, MS Word,Excel and PowerPoint
* Source file preparation, Word count analysis using CAT tools, good knowledge in SDLTRADOS 2015, MemSource, XTM, etc.,
* Project Analyzing and Scope Defining, Resource Planning, Time Management, Schedule Monitoring and Control, Cost Control, Quality Control
* Resource management, rate Negotiation,maintiainng vendor database
* estimating timelines and costs based on scope of work and assets provided

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| Datapage Digital Services Pvt Ltd, Coimbatore | July 2015 – Sep 2015 |

Position: Asst. Project Manager

Project Management:

* Project management in multilingual DTP and translation services, using variety of applications such as Adobe FrameMaker, Illustrator, InDesign, Photoshop, MS Word and PowerPoint
* Level one escalation point for the client, Production team and the senior Management
* Cost Estimation, billing, invoicing, Resource (man power) planning

Client Management:

* Interface with clients frequently and maintain an excellent relationship with them.
* Ensure client retention, satisfaction and ultimately repeat revenue growth.
* Ability of handling International customers (European, US and Asian)
* Escalate issues to sponsor or customer (based on criticality of the issue) when necessary.

Production Management:

* Ensure projects are delivered according to the timelines, productivity commitments and budget
* Managing a team through production co-ordinators who reporting to me, ensure that the team is clear to the scope, complexity and expectations of clients for all projects and that the clients are kept fully informed regarding the progress, position and status of their projects

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| S4carlisle Publishing Services Pvt Ltd, Chennai | Dec 2011 – May 2015 |

Position: Project Manager

Project Management:

* Oversee the execution of projects of varying scopes in the most efficient manner
* Level one escalation point for the client, Production team and the senior Management
* Project management in multilingual DTP and translation services, using variety of applications such as Adobe FrameMaker, Illustrator, InDesign, Photoshop, MS Word and PowerPoint
* Handle Handbooks, Product Catalogs, User Manuals, and Technical Documentation, Presentations.
* Cost Estimation, billing, invoicing, Resource (man power) planning
* Strong, proven project management experience, including all aspects of project start-up, shutdown and execution control processes

Client Management:

* Strong customer service, negotiation and problem-solving skills
* Interface with clients frequently and maintain an excellent relationship with them.
* Ensure client retention, satisfaction and ultimately repeat revenue growth.
* Ability of handling International customers; currently handling 8 potential accounts (European, US and Asian)
* Escalate issues to sponsor or customer (based on criticality of the issue) when necessary.

Production Management:

* Ensure projects are delivered according to the timelines, productivity commitments and budget
* Responsible for quality and timely completion of all projects
* Ensure that the team is clear to the scope, complexity and expectations of clients for all projects and that the clients are kept fully informed regarding the progress, position and status of their projects
* Manage production capacity, shift schedule, Initiate projects to understand specifications
* Scope analysis, Manage and prioritize the project as per the schedule
* Recognize performance and behavioral problems in team and act proactively to ensure productivity is unhampered

Vendor Management:

* Vendor management for both Multilingual DTP and Translation projects
* Find out and assigning jobs to the translators based on the requirement of the project
* Control cost through effective utilization of resources
* Negotiation skills

Business Development:

* Introducing business to the new customers and supporting them with preeminent service
* Developing and maintaining relationship with clients and formulating relationship strategies
* Handling multiple client projects and focusing revenue targets

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| Cosmic Global Limited, Chennai  | Aug 2009 - Dec 2011 |

Company profile: The Company provides a full range of E-Learning, Translation and Localization Services into most European, Asian and all Indian languages. Services include Desk Top Publishing

Position: Jr.Team Leader (Project Management)

* Receiving Translation and E-Learning projects from our client's and sending it to the freelance translators and Translation agencies around world
* Coordinating between clients, vendors, and QC team to ensure both Quality and on time delivery of projects.
* Coordinating with the Typesetting team if the project requires DTP
* Project Analyzing and Scope Defining, Resource Planning, Time Management, Schedule Monitoring and Control, Cost Control, Quality Control, Performance Reporting.
* Team Management and Development (Team size with 18 people)
* Client Support and Vendor (Translators) Management

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| Williams lea India private ltd, Tidel Park, Chennai | Oct 2006 - Aug 2009 |

**Position: Document Specialist**

* Creating and designing presentations for the Investment banks are in UK (using MS word and PPT)
* Communicating with our on-site team (UK) for queries and clarifications Delivery of projects as per client's Turn Around Time
* Maintain formatting, consistency and entire quality of the document as per client's requirement

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| SPI Publisher Services, Pondicherry and NEWgen Chennai | Jun 2005 - Oct 2006 |

Position: SGML Technician and Data converstion technician

* Working with XML projects for Cambridge University Press
* Exposure in DTD and XSLT.
* Quality check in Typescript, First Proof and Electronic Deliverables
* Making a project as Electronically Deliverable [smart pdf], using Acrobat and HTML.
* Using Tex for Math Equations
* Ensure the QC in XML files which are received from Vendors.
* Validating the files using Parser and Style sheets
* Exposure in DTD and XSLT.
* Making projects as Electronically Deliverable

Personal Strengths

* Self-Motivated, Creative, Positive attitude, smart working and problem solving skills
* Strong interpersonal, leadership, communication and organizational skills
* Having innovation and ability to absorb new technology fast.
* Excellent Technical and Presentation Skills
* Good Communication, Good people management, negotiation, decision-makin and administration skills, Adaptability and willingness to Learn

Computer Proficiency

Packages : MS-Office – Up to 2010 version

Web Tools : HTML, XML, XSLT (DTD)

 DTP Software’s : InDesign, FramMaker, Quark, Illustrator and Photoshop

 CAT Tools : SDL TRADOS 2015, Word fast

Personal Profile

Father’s Name : A. Samynathan

Date of Birth : July 25, 1978

Sex : Male

Nationality : Indian

Languages : English, Tamil

Marital status : Married

Permanent address : 4, 5th Cross Street, PTC colony

 Rajakilpakkam, Chennai

Declaration

I certify that the information furnished above is true to the best of my knowledge and belief.

Thanking you,

Yours Sincerely,

(S. CHELLAIAH @ Immanuel Chellaiah) Date: