**POONAM POLEKAR**

**Cell no: +919930888280**

**Email: poonam.polekar@gmail.com**

**EMPLOYMENT HISTORY**

**25th May 2010 to 23rd Jan 2017 Accenture Services Pvt. Ltd as Senior French Translator**

**Roles & responsibilities:**

* Manage day to day translation of technical, functional, and design documents
* Translate RFP documents having stringent deadlines
* Manage ticket translation as and when required
* Review documents translated by junior translators
* Convey feedback, groom, and motivate the team
* Responsible for maintaining the quality of translated documents and maintain the TQI tracker

(Translation Quality Index tracker) and share it with the management

* Encourage and initiate process improvement ideas to improve efficiency and accuracy of translated documents
* Manage Client visits for the projects whenever required
* Conduct interview for new recruits, evaluate them and share inputs with the management
* Responsible for highlighting any challenges or blockages to the management team
* As a POC, responsible for reporting any issues concerning Systran translation tool
* As a trainer, responsible for conducting language trainings, assessing the trainees and sharing their scores with the management team
* As a PMO, responsible for managing various trackers, for example, expense tracker, effort tracker, productivity tracker, asset tracker, resource billing tracker, provide estimates, analyse costs

**Lexi Pens, Andheri (W)**

Designation - Business Alliance Manager, from 22nd Feb 2010 to 24th April 2010

Project - International Business (Dealing with French Clients)

**CMC Ltd. (TCS Group), Bandra**

Designation - French Analyst, from 24th Dec 2008 to 19th Feb 2010

Project - Bloomberg (Equity QA, MF Top 10, Mortgage Remittance Sheet)

**Dr. S. Radhakrishnan Vidyalaya, Borivali**

Designation - Asst. Teacher, from 12th April 2008 to 23rd Dec 2008
Worked as a French Teacher for Std. VIII, IX and X

**Aquent Solutions, Andheri**

Designation - Technical Editor, from 30th April 2007 to 12th Feb 2008
Project - Media Lynx, Blackdot

**Knowledge Works Global Ltd., Andheri**

Designation - Technical Editor (Shift Supervisor), from 20th Sept 2004 to 27th April 2007
Project - Elsevier (Elsevier is a pioneer in Web Publishing with more than 2000 journals and scientific magazines published)

**ACHIEVEMENTS**

* Awarded Star award, Pinnacle award, Stellar award
* Received People Developer Award
* Appreciation received from client on good quality translation

**EDUCATION**

SSC - Maharashtra State Board - 1997

HSC - Mumbai University - 2001

TYBSC - (Botany) Mumbai University - 2004

**CERTIFICATIONS**

* Diplomain **French** from **Alliance Française** (Upto **Français Commercial partie 2 - Business French part 2**)
* Appeared for JLPT N5 level exam for Japanese in December 2016

**PERSONAL DOSSIER**

Date of Birth: 10th June 1981

Language Skills: English, French, Hindi, Marathi and Japanese

Residential Address: 2/202, Sai Apartments, D. N. Nagar, Andheri West, Mumbai – 400 058, India

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