**RATAN SAGAR**

| **Personal Info:** | **Contact details:** |
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| **Gender** : Male**Date of birth** : 29th October 1971**Marital status** : Married**Nationality** : Indian | **Mob**  :8340674715**,** 9350276464**E-mail** :rsagar2910@gmail.com**Address** : Eros Sampoornam, N1-203, 2nd Floor, Plot number GH-01, Sector-2, Greater Noida, UP - 201306 |

TOTAL WORK EXPERIENCE:18 Years approx.

***Work experience in Translation/Content Writing/Editing : Over 6 Years***

1. **99 Digital Services India Pvt. Ltd., Vaishali, Ghaziabad, UP (Nov 2019 – July 2021)**

***Responsibilities:***

* Writing for SEO content based on Keywords.
* Proofreading team members’ contents, editing them and suggesting corrections wherever required
* Working on content translation according to company requirement.
* Leading team in an informal role.
1. **MakeUsFly India Pvt. Ltd., Okhla Industrial Estate, New Delhi (March 2018 – Nov 2019)**

***Responsibilities:***

* Writing for SEO content based on Keywords.
* Proofreading team members’ contents, editing them and suggesting corrections wherever required
* Working on content translation according to company requirement.
* Leading team in an informal role.
1. **NetCreativeMind Solutions (P) Ltd, Katwaria Sarai, New Delhi**

Worked as “**Content Translator**” in **NetCreativeMind Solutions (P) Ltd**, New Delhi. **(From May ‘17 till March ‘18).**

***Responsibilities:***

* Apart from translating content from English to Hindi and vice versa for various government websites, such as, Ministry of External Affairs, PIB, NPS, India Post, etc., worked as a content editor.
* Also, worked on occasional projects related to preparing website User Manuals, etc.
1. **Professionals’ Network, Patna, Bihar**

Worked as “**Content Writer**” on educational projects in **Professionals’ Network, Patna, Bihar. (from Oct ‘15 till May ‘17**).

***Responsibilities:***

Conceptualizing, content writing, proof-reading, summarizing, editing, etc., documents and articles on various subjects.

* Worked on various documentation (writing) projects related to educational activities in Bihar.
* Worked as content writer/editor and documentation expert on a “Educational Workshop” that was held for creating a learning guide material to be used by the teachers for Remedial teaching of Class 9 students of the government schools of Bihar.
* Worked on developing content as a part of a team engaged in developing a UNICEF-sponsored extensive research project work on the subject of the *Education system in Bihar*.
* Earlier, worked on developing the content of an extensive education project titled “*Out of school Children in Bihar*” and translating the same.
1. **HCL Technologies Ltd BPO Services – HCL Bserv (Sec-59, Noida,UP)**

Worked as “**Analyst**” in HCL Technologies Ltd - BPO Services for approx. 10 years (**from Sep ‘05 till Sep ‘15**).

***Responsibilities:***

* Worked on the MIS system for data analysis and reporting on training schedules and trainees in the HCL Training Department.
* Earlier, worked in a US-based process known as **Safeway Call Center**. It related to resolving the concerns/issues of the shoppers at the **Safeway Supermarket** stores in the US and Canada through E-mails.
1. **Wipro (Spectramind) BPO (Okhla Industrial Estate, Phase III, New Delhi)**

Worked as a Customer Care Executive in Wipro BPO for approx. 81/2 months (**since Jan ’05 till Sep ‘05**).

***Responsibilities:***

* It related to data input and analysis on a custom-designed application for a US-based client.
1. **Larsen & Toubro Ltd - ECC Div - at Patna**

Worked as a Software Assistant (on Construction Enterprise Management System software) in Larsen & Toubro Ltd - ECC Div - at Patna, for about 12 months (**from May ’03 till Dec ’04**).

***Responsibilities:***

* It was a short-term project of data analysis and reporting on the Railway electrification project being operated by the Larsen & Toubro Ltd - ECC Div – at their Patna site.
1. **Pentasoft, Patna:**

Worked as a faculty – Computer Fundamentals – at Pentasoft, Patna, for about 6 months **(Dec ’02 till May ’03)**

***Responsibilities:***

* This involved taking full-time classes on Computer Fundamentals and related topics.

**Note: Also working as a “freelancer” in Copy-editing/Proofreading/Translation(Hindi/English/Hindi) for the last 5 years with various individuals and teams.**

Professional Qualifications:

* E-Commerce course from Pentasoft Computer Institute, Patna, Bihar.
* Diploma, computer fundamentals, from Aptech Computer Institute, Patna, Bihar.

Educational Qualifications:

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| **Course** | **School/University** | **Marks/Div** |
| Class 10 | Rajendra Vidyalaya, Jamshedpur (ICSE board) | Ist Div  |
| Class 12 | Rajendra Vidyalaya, Jamshedpur (ICSE board) | Ist Div  |
| BA (HistoryHons.) | Patna University | IInd Div |
| MBA (marketing) | Patna University | IInd Div |

Other Activities/Interests:

* Reading knowledge and fact-based books & periodicals such as Encyclopedias, dictionaries, newspapers and magazines.