Arputharaj, I

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**Objective:**

I am highly experienced in working with publishing industry especially with value added jobs, theological and Christian resources. And look for a chance to make productive use of all my managing, organizing, and leading skills as well as providing best quality services by utilizing my experience. At present started working as a freelancer.

**CARRER HISTORY**

***Summary of Specializations:***

* Customer relationship management
* Team development and management
* Training on new projects
* Synergy management
* On-time management of project deliverables
* Quality management of project deliverables
* Managing project schedule based on customer priority and in-house strength
* Process streamlining through analyzing MIS data of TAT and Quality
* Designing KRA periodically based on data

***Summary of Qualifications***

* Serving as Senior Group Leader and learnt proven management techniques to enhance my problem-solving skills.
* Serving as a liaison between the management and project functional employees, prepare work schedules for subordinates and track their performance through weekly and monthly performance data.
* Proven ability in designing and implementing effective strategies, developing new products, process streamlining and resource management
* Playing a vital role in training and recruitment as part of the project management team
* Monitoring production and quality of vendors to meet deadlines on the project schedule
* Effectiveness tracking and conducting motivational sessions
* Scheduling project time estimation
* Coordinate with the vendor management team for quality inputs from vendors
* Reviewing the scope of new projects and handles the Initial level of communication with the customers

***Summary of Achievements***

* Planned, directed, and managed designated projects and got client appreciation on various occasions
* Developed staffing plans, work schedules and timelines
* Successfully Implemented new processes in the project to reduce production cycle time
* Coordinated the successful simultaneous development of several projects
* Delegated responsibilities and designed time schedules
* Estimates the product time estimation for various deliverables of the project
* Periodical review of operational results to ensure the accomplishment of project scope
* Established a team for delivering fifty plus titles of theological outputs irrespective of complexity each month
* Directed and coordinated activities of project, ranging from initiation to delivery through delegated subordinates
* Performs project estimation and scheduling for existing and new projects
* Delivering high-priority projects on time without interrupting regular/on-going projects.
* In order to ensure the quality of each process established preventive measures across facilities
* Interactive client communication through voice and nonvoice process.
* Validates the appraisal of the staffs through the KRA report process.
* Directed and coordinated activities of project through delegated subordinates.
* Involved in training of resources at vendor sites also managed vendor team
* Created valuable checklists for quality product development
* Exercised production tracking and resource accountability.
* Corrective action and implementation
* Part of project management team. Involved in the project process evaluation and implementation

**Specialization:**

|  |
| --- |
| **Project Type** |
| Books Publications |
| Audio transcription |
| Audio proofing reading |
| Content editing |
| Language Editing |
| Tagging Resources,Citation and media works |
| Theological editing |
| Video editing |
| Hebrew and Greek keying & Projects |
| Basic Copyediting |
| XML and Epub file tagging works |
| Linking projects |
| Open and Closed captioning |
| Localizatoni |
| Tamil- English Translation |
| Interpretation |
| Keyword creation |
| TV-Annotation |
| Data entry |
| Data mining/data scraping |
| Subtitle creation/subtitle editing/subtitling |
| Translation-Tamil, English, Hindi, Malayalam |
| Tamil Proofreading |
| Tamil Keying |
| Tamil closed/Open Caption |
| Tamil Transcription |
| English Proofreading |
| English Keying |
| English closed/Open Caption |
| English Transcription |
| Language Editing |
| Content Editing |
| Greek/Hebrew/Arabic-keying |
| Tamil Content writer |
| English Content writer |
| Voice over-Audio books |

**Education Qualification:**

|  |  |
| --- | --- |
| **Course** | **University/Board** |
| Master of divinity (M. Div) | IPC Seminary, Kerala |
| B.A English | Annamalai University |

**Technical Skills:**

**Packages/Editors:** Microsoft Office 98, 2000, XP & 2003; XML Spy, Ultra Edit, Win Merge; subtitle editor

**Artwork Tools :** Photoshop & Acrobat.

**OCR Tools:** ABBYY Fine Reader, ABBYY PDF Transformer

**Expert in Working with**: HTML, XML

**Summary of Experience:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Role** | **Experience** |
| Amnet Systems Private Limited | Senior Group Leader | 10+ Years |

**Personal Details:**

Father’s Name: Israel, M

Date of Birth: 24 March 1978

Sex: Male

Marital Status: Married

Current Address: No 31C, Balavinayagar Koil Steet, Manikandan Nagar Extn., Kundrathur, Chennai-600069, Tamil Nadu, India

Nationality*:*  Indian

Mother Tongue: Tamil

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **speak** |
| English | Yes | Yes | Yes |
| Tamil | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Malayalam | Yes | Yes | Yes |
| Hebrew | Yes-basic | Yes-basic |  |
| Greek | Yes-basic | Yes-basic |  |

**Extra-curricular:**

* Surfing Internet.
* Playing keyboard, Guitar,
* Listen to Music

**Declaration:**

I here by solemnly declare that all the details furnished above are correct to the best of my knowledge and belief

Yours truly,

**Arputharaj, I**