

CURRICULUM VITAE

Brijesh Mishra

Email: brijeshmishra016@gmail.com

Contact No: 91-9226596260

Objective

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Educational Qualifications :

- SSC (10th):- From C.B.S.E Board in 2008.
- HSC (12th):- From C.B.S.E Board in 2010.
- Bachelor of Commerce from Pune University in 2015.

BPO Work Experience :

- Worked for Wipro BPO as Technical Advisor from Nov 2011 to Dec 2013
(Guiding UK based customers regarding internet and landline related issues)
- Worked for Teleperformance from August 2021 to till 03/11/2023.
(Worked for Flipkart Social media process)

Translation, Tagging & Proof-reading Experience

Datamatics Global Services Ltd. (XML Tagging Vendorship)

From Jan 2014 to July 2015

- XML tagging for Books and journals on Textpad tool
- Proof reading and QC
- Validating and Parsing.
- Validating and ensuring the correctness of the XML & final package before dispatch of the files. Ensure error-free output to meet quality standards and production targets.
- Identify and address the technical issues.

Omkar Enterprises (Translation and Proof reading)

From July 2015 to March 2021

- English to Hindi translation of legal agreements for the customer understanding.
- Proofread and review translated content to ensure accuracy and consistency, making necessary edits and improvements.
- Work closely with the team, including writers and editors, to ensure that translated content aligns with the company's standards.
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations

Appen (Freelancer)

- Translating speeches and journals.
- Proof reading
- Tagging for projects like (Ingalls, Sippican)
- Search Engine Optimization for projects like Yukon.
- Ads review for Ogden Project.

Wordslead (Freelancer)

- Proof reading for Flipkart project (English to Hindi)

Proof Reading Experience

- Proofreading experience for YouTube educational content.
- Suggesting required edits.

Translation Tools

- MemoQ

Skills

- Proof-reading
- Proficiency in both English and Hindi, with excellent written and spoken communication skills in both languages.
- Familiarity with translation tools and content management systems.
- Adept at utilizing technology and adapting to new software and AI platforms

PROFESSIONAL EFFICIENCIES

- Soft spoken and disciplined.
- Pleasing personality.
- Efficient in sorting out instantaneously all kinds of service and products related complaints of the customers.
- Adapting expertise with the changing environment.
- Strong interpersonal, communication, organization and follow-through skills.
- Extensive knowledge of computer and software

Personal Details:-

Date of Birth : 16th Jan 1991
Sex : Male
Nationality : Indian
Marital Status : Single
Language known : English, Hindi & Marathi
Hobbies : Listening Music & Reading

Date 07 Nov, 2023
Place: - Nashik

(Brijesh Mishra)