

## **Romit Ghatak**

**Administrative Manager cum Senior Data entry  
Specialist & Language Translator**

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### **Objective**

**Detail-oriented** Data Entry Specialist with Four years of experience in accurately inputting and managing data. Seeking to leverage strong typing skills, attention to detail, and proficiency in data entry to contribute effectively into the Corporate World.

Dedicated and multilingual Language Translator with expertise in English, Hindi and French with two years plus of experience providing accurate and culturally sensitive translations.

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### **Education**

- Secretarial & Administrative Professionals course, Indo-American Society – 2015
- M.B.A from National Institute of Management – 2013
- Diploma in Concourse Information Technology International Limited-1999
- Bachelors in Commerce from University of Mumbai – 1998

### **Achievements & Recognition**

- Received positive feedback from Clients for consistently meeting data entry targets and for consistently maintaining error-free records.
- Received Appreciation Letter, Spot Reward & Certificate of Excellence as best administrative professional and for excellent time management skills in handling high-volume data entry tasks.
- Received commendation from clients for accurate and culturally relevant translations and interpretations.

### **Certification**

- Received Certificate of Completion for Excel for Intermediate Level from Great Learning Academy
- Also received Typing Skill Certificate from India Typing with 99% Accuracy.
- Also received Certificate for Completion of the Vocational Training as Typing Professional from GRUPO IMPULSE LTDA

## **Professional Exposure**

**Bridgelabz Solutions Private Limited** - Working as an Administrative Manager,  
Facilities & Administration (Jan 2019 – Till Date)

### **Freelance Data Entry Specialist and Language Translator**

#### Roles & Responsibilities as Data Entry Specialist-

- Analyze the targets and set up goals for the team and ensure timely deliveries.
- Managed multiple projects simultaneously while adhering to client deadlines.
- Entered and verified data from various sources into the company database with an accuracy rate of over 95%.

#### Roles & Responsibilities as Language Translator-

- Recognized for linguistic proficiency and ability to handle complex translation tasks effectively.
- Successfully managed and completed Translation projects with high level of client satisfaction by email.
- Recognized for linguistic proficiency and ability to handle complex translation tasks effectively.
- Translated documents, articles, and audio/video recordings from Hindi to English language and vice versa with attention to its cultural nuances.
- Collaborated with clients to ensure translations met their specific requirements and maintained confidentiality.

#### Roles & Responsibilities as Proof reader-

- Provided proofreading services for clients across various industries, delivering error-free content within specified timelines and consistent delivery of high-quality work.
- Strong command of grammar, spelling, and punctuation
- Proficient in using proofreading tools and software

#### Roles & Responsibilities as Transcriptionist-

- Transcribed audio and video recordings into written documents while ensuring accuracy and attention to detail.
- Maintained a high level of productivity and met transcription deadlines consistently.
- Excellent listening and comprehension skills

## Roles & Responsibilities as Content Writer & Hand-writing Specialist-

- Conducted research on industry-related topics to produce informative and well-researched articles.
- Proficient in content creation, including articles, blog posts, website content, etc.
- Excellent writing, editing, and proofreading skills
- Ability to adapt writing style based on target audience and content type
- Collaboration skills to work effectively with clients
  
- Provided handwriting analysis and improvement services to a diverse client base, including students, professionals, and individuals seeking personal development.
- Designed and implemented effective handwriting improvement strategies, resulting in measurable progress for clients. Proficient in handwriting analysis techniques.
- Offered consultations and recommendations for ergonomic adjustments and tools to enhance handwriting skills.
- Expertise in creating customized handwriting improvement programs

Worked as a Writer/Proofreader/Translator / Hand-writing Specialist Freelancer with International Clients.

Projects can be shared on request.

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