

Achievement-driven professional with Strong Translation and resource Management skills; seeking senior level assignments in Translation, Validation, Quality Check and Resource Management with a leading organization of repute in Translation sector

Certifications and Recognition Obtained

- Translation Quality Management from National Research Tomsk State University and Palex
- Got Consistently Excellent Badge from the Reporting Manager for the year 2021-22.
- Basic Computer Programming (MS Office)
- Diploma in Computer Programming C, C++.
- Practical Banking
- Human Resource Development
- Multimedia Package

PROFESSIONAL SUMMARY

Professional Summary

- A Well-seasoned Translator with specialization of English to Tamil translation, catering to the areas of Multimedia, Home Science etc.
- Extensively involved in English to Tamil Translation at Embibe from Feb 1st, 2021, till date in various streams like OT tool, Media, Non-QB, QB-CG.
- Due to my effective contribution got elevated to the Role of MAR (Master Academic Reviewer) in Media by June end 2021.
- Handled End to End delivery for the Academic Validation project right from Task assignments, Quality check, feedback sessions and Resource management.
- After the script validation and approval, I was also involved in VO and Video Quality check of the corresponding script got done by the vendor.
- Conducting regular feedback session for VO vendors.
- Exposure to Agile Methodology with extensive JIRA tool Adoption
- Attended and also organized Daily scrum call with Resources and Making of Weekly Report and Monthly Report for the team
- Have involved as Freelance Translator in various organizations as well where I was able to perform commendably with good accolades for my contributions.
- Subject matter expert for Mathematics in Chegg for past two years as a freelancer.
- Freelancer with 6 yrs. of experience in Online Marking field.

CORE EXPERTISE

Functional

- ~ Translation
- ~ Proofreading
- ~ Content Validation
- ~ Quality assurance
- ~ Assignment of tasks
- ~ Feedback calls
- ~ Subject matter Expert (Maths, Physics)
- ~ Online marker (Maths)

Tools utilized

- JIRA
- MS Office
- Google of Packages like Google Sheets, Documents

PROFESSIONAL EXPERIENCE

Growth Path

Embibe(Reliance Jio Company) : From Feb'21 till

Role: Academic Validator

Key Result Areas

Validation of Questions, Scripts and other, Educational Application and Web related works for Embibe , and Quality Check of Voice Over and Videos of the validated Scripts and Content done by the vendors.

Projects Involved

Project	Question Bank, Non Question Bank ,Media
Partner	Reliance Jio
Role Played	Academic Validator, Master Academic Reviewer
Tools Used	Online Tyari, Jira, Google Sheets and Docs
Description Participated in End to End Tamil Educational App launch right from Translation, Validation ,Quality Check , Feedback handling , Web content creation of Question Banks, Videos, and other Web content creation. As a Result of Dedicated and Strenuous Contributions have got elevated in my career path right from Academic validator to Master Academic Reviewer and currently In Charge of Video Drop off and Status Reporting.	

Merit trac Services Private Limited - March '15 till date (Freelancer)

Role: Mathematics Marker

Key Result Areas

Marking the functional mathematics answer papers of Exams conducted by CITY AND GUILDS, LONDON

Projects Involved

Project	OFFSHORE MARKING
Client	City and Guilds
Role Played	Mathematics Marker
Tools Used	EVOLVE PLATFORM, MYMARKIS PLATFORM
Description Marking of Functional Mathematics answer papers of Exams conducted by CITY AND GUILDS, LONDON for various colleges and other resources of various organisation in UK and IRELAND for developing their functional mathematical skills. These Online markings are done through the platforms like Mymarkis and Evolve Platforms.	

Free Lancing

Chegg India Private Limited, Jul'20-till date

Role : Subject Matter Expert

Key Result Areas : Preparing Mathematics related Question and Answers for students all over the world as a Freelancer.

Wistron Translation Jul'20-till date

Role : Translator

Subject Areas : Academic ,Medical ,Legal ,General ,FMCG ,Promotional

Key Result Areas : Performed Translations and Reviews

Verbo Lab Jul'20-till date

Role : Consultant

Subject Areas : Academic ,Medical ,Engineering ,General

Key Result Areas : Performed Translations and Reviews

Tools Experience : Prabanthak, CAT Translation Tools.

EDUCATION DETAILS

DEGREE/CLASS	BOARD/UNIVERSITY	MARKS OBTAINED %	YEAR OF PASSING
M.Phil Mathematics	Seethalakshmi Ramaswami College Bharathidasan University,Trichy	86.5	2009
M.Sc Mathematics	Seethalakshmi Ramaswami College Bharathidasan University Trichy	78.94	2008
B.Sc Mathematics	Seethalakshmi Ramaswami College Bharathidasan University Trichy	81.5	2006

