

Tanvi Gandhi (German Translator & Interpreter)



1. Polyglot and a passionate German language (C2 level) translator and interpreter 2. Experience in proofreading, reviewing audio transcription, and teaching German 3. Project Management experience of 5 years in client facing roles 4. Adept at deciphering and interpreting both spoken and written German

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📞 9323296723

📍 Pune, India

WORK EXPERIENCE

German translator and interpreter Volkswagen Group Technology Solutions

08/2023 - Present

Pune

Tasks

- Translation of Mails and Tickets of SAP Projects from German-English and vice-versa for the technical team
- Handling and Interpreting user calls in German Language on behalf of Technical team
- Translation of Technical Documents, Business Procedures and other Documents from German to English & vice-versa

German Interpreter & Project Coordinator Wuerth Industrial Services India

04/2021 - 07/2023

Pune

Tasks

- Project Management of Graphics (2D/3D), Apps development and Virtual Reality projects
- Interpreted and translated German language texts and conversations for a wide variety of clients in various settings
- Acted as a liaison between German speaking clients and English speaking staff
- Managed and coordinated projects to ensure deadlines and requirements were met
- Developed and implemented effective communication strategies to improve the flow of information between German speaking clients and English speaking staff
- Coordinated with stakeholders from the EMEA and APAC regions, ensuring effective communication and collaboration throughout the project lifecycle

German Language Specialist AXA Business Services

07/2018 - 04/2021

Pune

Tasks

- Successfully transitioned work from Switzerland to India, ensuring a seamless transfer of responsibilities and processes
- Updated Standard Operating Procedures (SOPs) to facilitate the smooth transfer of knowledge and streamline processes.
- Coordinated with the onshore team to ensure effective collaboration and efficient handling of complex claims

EDUCATION

Bachelor of Commerce Institution/Place of Education

SKILLS

Microsoft Office suite

Project management

Time management

Communication

Problem solving skills

LANGUAGES

English

Full Professional Proficiency

German

Full Professional Proficiency

Hindi

Full Professional Proficiency

Spanish

Elementary Proficiency

INTERESTS

Backpacking in different places

Gardening

Listening to podcasts