



ANURAG SRIVASTAVA

Senior Project Coordinator

PROFESSIONAL SUMMARY: _____

Skilled and dedicated Project Coordinator with strong ability to communicate effectively with technology, vendors and clients.

WORK EXPERIENCE: _____

Organization: Somya Translators Private Limited (Noida)

Designation: Senior Project Coordinator

Duration: 1-03-2017 to Present (5+ years)

Projects: Localization (Documents, Website text, E-learning projects.)

- 👍 Performs project analysis, writes project specifications, and creates RFQs.
- 👍 Managed project scope, budget, milestones, deadlines and QA tasks for multiple localization projects with over 2 million words localized.
- 👍 Managed localization projects from beginning to end, by working with internal business partners and external vendors
- 👍 Oversaw and managed 15+ localization projects simultaneously, displaying an extremely high level of organization and multi-tasking ability.
- 👍 Identified a critical quality consistency issue and implemented a QA process working close to the Production, Engineering Team and language service providers.
- 👍 Served as contact internally and externally for Client Services. DTP and Engineering Departments. Client Reviewers and Copy Writers of client.
- 👍 Appointed to execute/manage some high-profile client's projects (Google, LB, Amazon, Welocalize, RWS and KPT).
- 👍 Coordinated teams of approximately 3 language specialists and managed pool of 7 internal and few contract employees.
- 👍 Established and maintained favorable relationships with language service providers, clients and contractors by providing knowledge and solutions to localization issues.
- 👍 Working knowledge of industry standard localization tools

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ABOUT ME

I'm a holder of B.Tech (ECE) degree having project management skills. I have the ability to build relationships rapidly and trust thereof.

I am having the ability of learning things rapidly.

OBJECTIVE

- 👍 To evolve as a world class professional.
- 👍 To do quality work and strive to achieve organization goals.
- 👍 To obtain a challenging position in a reputed organization which offers opportunities for growth towards the pinnacle of success.

STRENGTH AND SKILLS

- 👍 Ability for multi-tasking and prioritizing.
- 👍 Confident handling of big workloads and deadlines, persistent, purposeful.
- 👍 Ability to handle stress and sustained pressure.

- 👍 Adaptable, quick learner and highly motivated to take up new challenges and responsibilities affectively.
- 👍 Solid knowledge of internationalization and localization
- 👍 Strong ability to work independently and to manage and own projects.
- 👍 Dedicated, collaborative and proactive.
- 👍 Teamwork player.
- 👍 Project Quality Assurance

AREA OF EXPERTISE

- 👍 Strong Project Management Skills.
- 👍 Quality Assurance
- 👍 Budgeting and Forecasting
- 👍 Process Improvement
- 👍 Project Planning
- 👍 Time Management and Scheduling
- 👍 Supervision
- 👍 Risk Management
- 👍 Leadership
- 👍 Team Management
- 👍 Detail Oriented
- 👍 Problem Solving
- 👍 Upholding excellence in project delivery
- 👍 Establishing and maintaining relationships with third parties/vendors/clients.

LANGUAGES

ENGLISH- Read, Write, Speak
HINDI- Read, Write, Speak

RESPONSIBILITIES

- ✚ Manage localization projects from beginning to end, by working with internal business partners and external vendors.
- ✚ Develops project plans and workflows, manage schedules, budget, and quality control.
- ✚ Works closely with stakeholders, vendor manager and translation vendors to assign, schedule, and execute project(s)
- ✚ Briefing and debriefing on each project with vendors and team.
- ✚ Supporting team members in everyday problems and issues by delivering practical, detailed task information.
- ✚ Forecast and flag project related concerns in advance.
- ✚ Manage vendor relationships by answering linguistic queries, providing training, and general troubleshooting.
- ✚ Efficiently managed and executed complex multi-lingual localization projects.
- ✚ Close financial monitoring and control of projects through budgets.
- ✚ Establishing and ensuring high quality localization standards, while overseeing the QC of your projects.
- ✚ Responsible for planning, budgeting, resource management, project tracking. QA and risk assessment and strategic planning of activities to minimize potential issues.
- ✚ Actively contributed to development of pricing strategies and implemented them in projects.
- ✚ Proactively identified resources needed (internal and external) to ensure that deliverables are completely compliant with the client's instructions while conforming to ISO standards to minimize company's exposure and risk in production process.
- ✚ Responsible for on-time delivery to meet client's expectations while achieving targeted levels of profitability.
- ✚ Project management throughout in all phases of the project, clear and decisive daily communication with both vendors and product teams.
- ✚ Analysis of planned vs actual progress

EDUCATION:

2012-2016 B. Tech in Electronics and Communication
UPTU University

DECLARATION:

I here declare that all statements made in this application are true complete and correct to the best of my knowledge and belief.

Date:

Anurag