

# SUBHRA RANJAN SATAPATHY

S/O: Ramakanta Satapathy

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## CAREER PROFILE

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Experienced Project Coordinator with a demonstrated history of working in the translation and localization industry. Having engineering background B.Tech in Electronics & Instrumentation. Comfortable with handling multicultural clients, team leading & internal resource management. Focussing for any new position at any organization that will provide a practical & productive environment to experience any new technologies & also to acquire career development as well as objectives for both organization & myself.

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## PROFESSIONAL EXPERIENCES

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- **Organization: Andovar Localization Services Pvt. Ltd., Kolkata**  
**Profile:** Localization Project Coordinator (LPC) from Sept. 2018 (**1 year, 8 months plus**)  
**Job Description:** Managing Europeans, Australians, Asians & Americans client for different localization projects – translation, editing, LQA, proofreading, transcreation, transcription, game testing, audio recording, video dubbing, subtitling, audio & video integration etc. Successfully attended **15 days of training program** at our Bangkok, Thailand office.  
**Localization Software:** Oracle NetSuite (cloud ERP & CRM), Slack, Basecamp, Adobe PDF reader, Notepad++, Beyond compare, Microsoft Skype & Office 365 – Outlook, SharePoint, OneDrive, Teams, Skype for business, Excel, Word, PowerPoint, Localization CAT tools – Wordbee TMS (Translation Management System), Transifex, XTM suite (cloud TMS).
- **Organization: Braahmam Net Solution Pvt. Ltd. (BNSPL), Bhubaneswar**  
**Profile:** Senior Project Coordinator (SPC) from Sept. 2015 to May 2018 (**2 years, 8 months**)  
**Job Description:** Client communications across the globe for localization projects. Team handling, team leading. Mentoring and motivating team members. Understanding customer's requirement, budget finalizing, planning as well as scheduling with resources both internal and external from different countries. Analysing queries to discuss them with client. Tracking & reporting updated status. Striving towards developing a professional relationship with client.  
**Translation Software:** Project Management system i.e. Plunet Business Manager, Mozilla Thunderbird, Microsoft Skype & Office – Word, Excel, PowerPoint, Smart CAT, CAT tools i.e. Trados 2007, Trados Studio version 2009, 2015, Memo Q, Memsource, LEAF, Loc Studio, Passolo Studio, Google Translator Toolkit (GTT), Nokia - NTR.

## ACADEMIA

### ❖ **Graduation (ENGINEERING):**

Successfully completed B. Tech in Electronics & Instrumentation from Institute of Technical Education and Research (ITER) under SIKSHA 'O' ANUSANDHAN UNIVERSITY, Bhubaneswar in the year 2015 with a CGPA of 7.62 (68.7%).

### ❖ **Schooling (SENIOR SCHOOL CERTIFICATE EXAMINATION):**

Completed 12<sup>th</sup> in Science stream from ODM Public School, Bhubaneswar under CBSE board in the year 2011 with 58% marks.

### ❖ **Schooling (SECONDARY SCHOOL EXAMINATION):**

Completed 10<sup>th</sup> from Kendriya Vidyalaya, Sambalpur under CBSE board in the year 2009 with 79.4% marks.

## PERSONALITY TRAITS

- ❖ Quick learner and self-motivated.
- ❖ Good communication & analytical skills.
- ❖ Friendly in nature. Disciplined & good etiquette.
- ❖ Willingness to learn new technologies and any new thing.
- ❖ Responsible, organized, stress resistant and ability to work within the deadlines.
- ❖ Ability to establish a harmonious and an effective working atmosphere as well as relationship both within and outside an organization.

## PERSONAL PROFILE

- ❖ **Father's Name:** Ramakanta Satapathy
- ❖ **Mother's Name:** Rebati Satapathy
- ❖ **Date of Birth:** 3<sup>rd</sup> January 1994
- ❖ **Gender:** Male
- ❖ **Nationality:** Indian
- ❖ **Languages Known:** English, Hindi, Odia & to some extent Bengali
- ❖ **Interest & Hobbies:** Learning more about any new things, technologies. Interacting with people from various origins, travelling new places and enjoying the area's food and beverages, internet surfing, social networking, dancing, playing games. Love to play and watch cricket.

## DECLARATION

I hereby declare that the information given above is true to the best of my knowledge & belief.

**Place:** Bhubaneswar

**Date:**

*Subhra Ranjan Satapathy*

**SUBHRA RANJAN SATAPATHY**