

Balaguru Krishnamoorthi

Results-driven professional with over all 3 years and 6 months of experience in Translation , Editing, Proofreading, Content Writing and Data analysis Industry.

Tuticorin, Tamil Nadu 628502

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+91 94863 57052

To secure a challenging and rewarding position in a dynamic organization where I can utilize my skills and experience to make a significant contribution to the company's growth and success.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1991-08-21

Eligible to work in: India

Highest Career Level: 2-5 years experience

Industry: Arts & Entertainment, Education & Instruction, Hospitality & Tourism, Internet, Ecommerce, KPO, Research, Analytics, Media & Communications, Project Management

Total years of experience: 2

Work Experience

Freelancer Content Writer & Editor, Translator

Remote

January 2019 to Present

- As a freelancer in Translation, Transcription, Content Editing, and Subtitling:
- I provide high-quality translations, transcriptions, and subtitles to clients.
- Expertise in translating written materials while maintaining original meaning and tone.
- Experience transcribing audio/video recordings into written documents.
- Experience editing written content for grammar, punctuation, and style.
- Key accomplishments: meeting tight deadlines, maintaining high accuracy rates, and providing excellent customer service.
- Strong command of different languages.
- Working as a freelancer for an extended period.

Clients: Lyrics Labs, Cusmat Technologies, Rephraserz Media And Communication Services, Yadhuvanshi Legal Translations, Eam Agency, Vooraf Technology, Mystic Media House

Associate Content Writer

SP software India Pvt Ltd - Remote

August 2023 to November 2023

- Translated written documents from English to Tamil and vice versa.
- Ensure accuracy and maintain the original meaning and context of the content.

- Reviewed and proofread translated materials for quality assurance.
- Collaborated with colleagues or clients to clarify any language-related queries.
- Stay updated with industry-specific terminology to provide accurate translations.

Innovatia India Knowledge Management Services Pvt. Ltd.

Associate Content Writer - Remote

October 2022 to May 2023

- Expertly translated written materials between English and Tamil languages.
- Ensured precise and contextually accurate translations for diverse content.
- Thoroughly reviewed and edited translated documents to maintain high quality.
- Communicated effectively with team members or clients to address language-related queries.
- Stay updated with industry-specific terminology for precise and reliable translations.

Project Coordinator (Localization & Translations)

Parikh Info Solutions Pvt. Ltd. is an MSME registered, ISO 9001:2015 and ISO 17100:2015 certified, leading Language Services Provider in India. - Remote

August 2022 to February 2023

As a Translation Project Coordinator:

1. Coordinate localization projects from start to finish.
2. Ensure projects are completed on time, within budget and meet quality standards.
3. Work with cross-functional teams including linguists, developers, and QA.
4. Utilize CAT tools for efficient project management and translation memory management.
5. Possess knowledge and expertise in using CAT tool (SmartCAT).

As a Inhouse Translator:

1. Translate content accurately and efficiently - written or spoken.
2. Ensure clarity and accuracy in conveying intended meaning.
3. Edit and proofread translations for errors and consistency.
4. Research technical terminology and cultural context for accuracy.
5. Collaborate with team members to manage multiple projects simultaneously.

Domain:

- Academic
- Marketing
- Legal
- Mobile and Web App Translation

Consultant For Transcription

Netscribes (India) Pvt Ltd - Bengaluru, Karnataka

January 2022 to August 2022

Role & Responsibility:

- Transcription Quality Analysis: Responsible for evaluating and ensuring the accuracy of transcribed speech data to meet Flipkart's quality standards.
- Data Annotation: Tasked with labeling and annotating large volumes of speech data to help train and improve the performance of the automatic speech recognition (ASR) model.

- **Speech to Text Model Analysis:** Conducting in-depth analysis of the speech to text model to identify areas for improvement and ensuring the AI model is properly trained to accurately identify user speech.
- **ASR Model Optimization:** Working closely with the team to optimize the ASR model by incorporating feedback from customers and making necessary changes to the model to improve accuracy and usability.
- **Project Management:** Managing and tracking project progress and deadlines to ensure that projects are completed on time and within budget.
- **Collaboration:** Collaborating with cross-functional teams including product, engineering, and data science to ensure the success of the Voice Search Operations.

Project Management Executive - English Literacy Program (Academic Translation)

LeapForWord.Org - Remote

September 2021 to January 2022

As a Project Management Executive at LeapForWord:

- Translate academic books accurately and efficiently - written or spoken.
- Ensure clarity and accuracy in conveying technical content.
- Edit and proofread translations for errors and consistency.
- Research technical terminology and cultural context for accuracy.
- Collaborate with authors and editors to ensure quality publications.
- Format translations to match original layout and design.
- Meet project deadlines and manage workload effectively.
- Ensure confidentiality and adhere to ethical guidelines.
- Provide feedback to authors and publishers on translations.
- Continuously update knowledge and skills in field of translation.

Technical Writer

Capgemini Business Services India Pvt Ltd - Bengaluru, Karnataka

February 2015 to November 2015

- As a Technical Writer at Capgemini Business Services India Pvt Ltd in Bengaluru, Karnataka:
- Prepare user guideline manuals that meet customer specific standards.
- Revise and create new procedures for removal, installation, and part lists.
- Author and create illustration mark-ups.
- Obtain data module allocation from the database.
- Work with SMEs and project managers to verify client documents.
- Implement internal and customer QA comments to ensure the highest quality in all documents produced.

Education

Bachelor's degree in Aeronautical Engineering

Park College of Engineering And Technology - Coimbatore, Tamil Nadu

September 2009 to May 2013

Skills / IT Skills

- Microsoft 365 (Outlook.com, OneDrive, Microsoft Teams, Word, Excel, PowerPoint) (4 years)

- Advanced Excel operations: V Look Up, H Look Up, Creating Pivot Table, Data Validation, Reports Preparation, Charts and Dashboard creation (2 years)
- Good interpersonal, written and verbal communications, Time management qualities & learning ability (2 years)
- Google Workspace (Docs, Slides, Sheets) (2 years)
- Bilingual proficiency: Fluency in both Tamil and English is essential to accurately and efficiently translate between the two languages. (3 years)
- Strong comprehension skills: The ability to read and understand complex texts in both Tamil and English is critical for accurate translation. (2 years)
- Research skills: The ability to research technical or industry-specific terminology is important for translating specialized content. (2 years)
- Writing proficiency: Translators need strong writing skills to accurately convey the intended meaning of the source text in the target language. (2 years)
- Computer-assisted translation Tools (2 years)

Languages

- Tamil - Fluent
- English - Fluent

Certifications and Licenses

Certification in Banking and Finance Fundamentals by FLIP institute

October 2018 to Present

Certified in "Finance and Banking Fundamentals" on

- key finance concepts (Basic Accounting and Financial statements)
- financial markets
- And the banking business with 63% by Finitiatives learning India Pvt Ltd.

Indian Passport

October 2013 to October 2023

Name On Passport: Balaguru Krishnamoorthi

Passport No : L4159919

Place Of Issue: Madurai, India

How to Work as a Translation Project Manager - Master the Translation Life Cycle, Translation Quality Metrics, Cross-Cultural Communication, and More

August 2022 to Present

My course completion certificate for "How to Work as a Translation Project Manager" <http://ude.my/UC-c863b9ce-ee11-4db9-9345-26b464f90b84> via @udemy

Projects / Papers Presented

Content Writing Portfolio

<https://medium.com/@mihubalakrish>

February 2023

My Own Blog

Translations Portfolio and Samples

https://drive.google.com/drive/folders/1rocYyeYP4y_GI_7cjQU3692H81avFPCx?usp=drive_link

June 2023

Content writing Samples With Vooraf Technologies

https://drive.google.com/drive/folders/1pUkAZDZpvgHJWpw-7r1os5EyyC5K-I_v?usp=drive_link

September 2023

Create JSON Content:

- Wrote clear and organized JSON data for web applications.

Wrote Blogs for the Website:

- Write interesting and informative articles for the website.

Used SEO Keywords:

- Choose and incorporate relevant keywords to improve search engine visibility.

Improve Existing Content:

- Edit and enhance content for better quality and user-friendliness.

Collaborated with Teams:

- Work closely with other teams to ensure content meets project goals.

These responsibilities outline the key tasks for myself as a Content Writer at Vooraf Technologies freelance based

Translation portfolio Mystic Media House:

<https://drive.google.com/drive/folders/1RI4I7qZqUitFbX5BCIEA3DyRITByVgrK>

As a Freelance Translator at Mystic Media House, My primary responsibilities will include:

1. Translated 6 small audio scripts from English to Tamil within a 24-hour time frame, provided in a word file format.
2. Utilized online translation tools initially to expedite the process, but ensuring thorough review and correction to rectify any inaccuracies or errors in the output.
3. Conducted quality checks on previously translated scripts provided by another translator against the original English script. Making necessary modifications to ensure accuracy and clarity in the Tamil translation.
4. Timely submission of the completed and reviewed projects, along with your bank details, to facilitate prompt payment.
5. Adhered to the terms and conditions outlined by Mystic Media House,.
6. Maintained open communication with the team and seeking clarification if any aspect of the project requires further explanation or guidance.

Additional Information

- I have an ASUS Laptop with Windows 10 operating system, featuring an I5 11th Generation processor, 8GB RAM, and 512 SSD ROM.
- The laptop is equipped with a microphone and webcam, and I have a minimum internet connection speed of 50Mbps with power backup, to support work from home and remote job requirements.

Permanent Address:

136/1, Thevar Colony,
North Thittankulam
Kovilpatti,
Tuticorin District,
Tamilnadu.

Notice Period: Ready to join immediately

Certifying that the information provided in my resume is accurate, relevant, and reflective of my skills and experiences

Regards

Balaguru Krishnamoorthi.