**(Ms.) ASHWINI BHALERAO**

**Aiming to Create a World Class One-Stop Solution Firm**

#ContentExpert #Translator #ProofreaderEditor #Communication #RelationshipManagement #Entrepreneur

**Contact Details:**

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* Pune, India

**PROFILE**

* **Over 20 years of experience in various capacities across sectors viz. Hospitality, NGO, Corporate and Media.**
* **Proofreader & Editor with EditpConsulting (Unit of Marketforce, UK).**
* **Proficiency in English, Hindi and Marathi languages**

**Previous Experience -**

* Last assignment with **Shikshan Vivek** as **Project Coordinator.**
* Last full-time assignment with **Synergy Management Advisors P Ltd.** as **Manager – Personnel Development.**
* Skills in developing relationships with key decision-makers, client relationship management and networking.
* Demonstrated abilities in leading, training and monitoring the performance of team members and handling team dynamics to ensure efficiency in project execution

**Skills and Competencies:**

* Content Development
* Translation
* Proofreading and Editing
* Transcription
* Voice Over
* Communication

**CAREER CONTOUR**

**Present:**

**2019 onwards: The Oakmonds**

**Co-Founder and Business & Communications Head**

**Some of the clients** –

* Pawan Karmchandani (www.pawankarmchandani.com)
* A Waste Water Management Company
* An International Media House
* An Indian Film Production Company

**Some of the projects till date-**

* Translation of educational content for a German Company – English to Marathi
* Complete Content Development for a Market Research Company
* Translation for an AI technology developer - English to Marathi
* Translation for a travel app (for a state tourism department) English to Hindi
* Translation of children’s comics – English to Hindi
* Translation of synopses, stories, scripts for web series, feature films etc. - Marathi to English
* Translation as well as development of web content
* Translation of web content for an agricultural product company – English to Hindi
* Translation of a book on investment - English to Hindi
* Translation of medical and pharmacy related documents – English to Hindi
* **Books translated for *Prabhat Prakashan*, New Delhi**
* Samvidhan Sanskrati aur Rashtra by Kalraj Mishra
* Warren Buffet ke Investment Lesson
* Pariwar aur Sarkar – Santosh Kumar
* SIP ke Chamatkar – Mahesh Chandra Kaushik
* Google Nirmata Sergey & Larry by Pradip Thakur
* Acharya Chanakya Ka Shaikshik Darshan by Mahesh Dutt Sharma
* Bihar Samanya Gyan
* Ethics, Integrity and Aptitude
* Lockdown Love Stories
* Jharkhand Vastunishth

**Previous Experience**

 **October 2018 to June 2019 Project Coordinator - Shikshan Vivek**

 **Key deliverables:**

* Overall coordination, including coordination with authors for the organization’s website
* Proofreading/editing/uploading/updating website content
* Sponsorships for the events
* Identifying new schools and coordinating with them for the magazine

**Other assignments during last one year:**

* **Voice over for E-learning** – C Sharp Studio, Pune and AK Studio, Pune

**April 2014 to October 2018 Proofreader/Editor**

 **Editpconsulting (Unit of Marketforce, UK)**

**Key deliverables:**

* Editing and proofreading mystery shoppers’ reports

 **Manager – Personnel Development July 2006 to April 2011 Synergy Management Advisors P Ltd. (GroupSynergy), Pune**

**Key deliverables**:

* Transcription and Translation - training video films
* **Clients worked with – Piaggio, Mahindra and Mahindra, Vodafone, Bosch amongst others**
* On the editorial board of the company magazine “Insights”
* Assisted in content development and editing of the A/V book, in the series of GroupSynergy Publications – “The power of RAM (Referrals, Advocates and Mentors) Customers - Transforming Customers to a Sales Force”.
* Voice over for training films
* Responsible for planning and execution of the People Development projects
* Trained the Vodafone Sales FOS for 3 years and Credit & Collection team (Verification and Collection FOS and Telecallers) for 6 months across Maharashtra & Goa circle.
* Trained the Piaggio 3-wheeler sales team in the states of Maharashtra, Madhya Pradesh & Chhattisgarh, Gujarat, Bihar & Jharkhand and 4-wheeler sales team in Tamilnadu.

**February 2003 to May 2006 Senior Counselor**

 **Project Concern International, Pune** (Project Pathway – A CDC-PCI Collaborative initiative for community based home based care project for People Living with HIV/AIDS, implemented in Pune with NMP+ and Sevadham)

**Key deliverables:**

* Counseling
* Networking
* Documentation - Case stories and records, IEC material
* Education and Training - peer educators, M.S.W. students, staff from other NGOs

**August 1994 to February 1998 Reservations and Guest Relations In-charge**

 **Hotel Centre Point, Nagpur**

**ACADEMIC CREDENTIALS**

**MSW**  Pune University, Pune 2002

**M.A. (Eng. Lit.)**  Nagpur University, Nagpur 1998

**PGD in Public Relations** Bhartiya Vidya Bhavan, Nagpur 1995

* **Advanced Course in Voice-Over/Dubbing from AK Studio, Pune: January-February 2018**

**PERSONAL DOSSIER**

Date of Birth : 27th September 1971

Languages Known : English, Hindi, Marathi