**MACLIN R. KAROTIA**

 301, Morya Residency, Gothivali, Rabale, Navi Mumbai, 400 708

* 8928579184;  maclin.karotia@gmail.com

OBJECTIVE: I wish to seek a more challenging and responsible assignment which would utilize my talents and skills for the benefit of the organization and for the fulfillment of my career goals and objectives.

PROFILE:

 **Team Management, Administration and Human Resources.**

* Adroit in handling operations for minimizing error level and enhancing productivity according to the set targets and deadlines.
* Expertise in addressing operational issues and resolving performance bottlenecks.

PROFESSIONAL EXPERIENCE:

**Watchtower Bible & Tract Society of India**

In this organization, I served in various capacities as mentioned below. This is an international organization involved in worldwide educational program, including translating publications on spiritual and general topics in more than 1000 languages. For more information about this organization, please visit jw.org, the most translated website in the world:

**Translator**

* As a translator, I was responsible for translating publications from English to colloquial Hindi electronically. I was trained to do meaning-based translation and not word-for-word translation. With more than a decade of experience, I gained command over both the source language as well as the target language. As a result, now I am highly efficient in both these languages, having a good database of target language vocabulary. I was also involved in checking the accuracy of the material and also editing and proof reading the translated material. I can do high speed touch typing in Hindi with 55 wpm.
* I have done translation for printed publications, as well as online material, including epubs and wpubs. In the process, I gained some knowledge about Search Engine Optimizations (SEO’s).
* I have also done spontaneous onstage interpretations from English to Hindi in front of audiences of about 5000 people.

**Audio-Video Manager**

* As such, I have worked in recording audio and video programs.
* I have been involved in various steps in this process, right from translating the scripts, to coaching and even directing the voice actors, dubbing, lip-syncing, subtitling and doing voice-over recordings.

**Translation Team Operations Manager**

* As such, I was in-charge of scheduling and managing work.
* I was also responsible for training the staffs, so that they could produce a very high quality translation and also for ensuring effective, smooth flow of operations. In order to train them, I conducted seminars, conferences and meetings using Power-Point Programs and various software, like Watchtower Translation System and MEPS (Multilanguage Electronic Prototype Setting system), which were designed and built by the same organization.

**Personal Details**

**Full Name:** Maclin Rajendra Karotia

**Sex:** Male

**Educational Qualifications:** HSC from Radhikabai Meghe Junior College, Airoli, Navi Mumbai

**Date of Birth**: 26 August 1976

**Marital Status:** Married

**Religion:** Christian

**Languages Known:** English, Hindi and Marathi

**Hobbies:** Listening to music, travelling & singing