**Manvendra Gupta**

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Localization Professional with 8+ years’ experience in Globalization, Content Localization, Translation Project Management, Vendor Management, Indian Languages Translation, Terminology Management, Glossary Management, and over 3 years of experience in Media Industry, having Master's degree in Mass Communication.

# Core Competencies

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| * + Content Localization and Translation
	+ Localization Project Management
	+ Translation Vendor Management
	+ Software Localization
 | * Globalization
* Terminology and Glossary Management
* Style Guide preparation
* Fluency in CAT tools/Translation tools
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# Accomplishments

## Major Projects

* Xiaomi –  MIUI 6, MIUI 7, MIUI 8, MIUI 9, Mi Apps, Mi Fit, Mi Cloud, Mi Account, Mi Live Localization and translation in Indic Languages
* SAP- SAP ERP in Hindi, Success factors into Hindi, SAP ERP HCM into 39 Languages, SAP ERP Language Pack Implementation

# Professional Experience

## Xiaomi Technology India Pvt Ltd Bangalore, Karnataka

## Localization Manager/Language Specialist, December 2014 – July 2017

* Heading Localization and Translation activities for India
* Localization and Translation Project Management
* Managing translation vendors for India translation activities
* Localization/Language Testing of Mi products
* QA processes and parameters to improve Language quality
* Hindi review/translation of Mi Products
* Language quality feedback from real time end users
* Product management for language specific features for India
* Trained 12 proofreaders to ensure attention to detail and adherence to translation guidelines

## SAP Labs India Pvt Ltd Bangalore, Karnataka

## Translation Specialist, July 2011 – November 2014

* Project Lead for SAP ERP in Hindi translation project
* Translation Project Management for SAP HCM in 39 languages
* Assisted pre-sales to promote SAP products to potential customers via Forums, personal visits etc.
* Managed translation partner's for 39 Languages
* Guidance to translation partner's
* Translation quality check
* Localization Testing
* Terminology development
* Defined SAP terms
* Language testing of solutions translated into Hindi
* Handled linguistic queries for SAP HCM
* Translation quality monitoring performed by translators
* Guidance to translators
* Style guide preparation and maintenance
* Glossary and terminology database development
* Handled customer messages related to translation
* Implementation support for SAP ERP in Hindi from linguistic prospective
* Managed and executed Linguist QA (LQA) for SAP products

## Google India Private Limited (Vendor) Bangalore, Karnataka

(Employed to Binary Semantics Pvt. Ltd, Gurgaon)

## Hindi Linguist, June 2010 – July 2011

* Software localization
* Hindi Translation and Review
* Terminology Management
* Linguist Quality Assurance using various translation tools
* Making style guide for the translators
* Analysis of the project before doing the localization
* Making glossary for each project
* Translation work review of third party translators

## SomyaTranslation Pvt. Ltd, New Delhi, Delhi

## Hindi Translator, November 2009 – May 2010

* Translation from English to Hindi and vice versa
* Language Quality Assurance and Linguistic Review
* Creating Glossaries and Style Guides
* Linguistic Review for Hindi Projects
* Proof Reading

## BraahmamNet Solution Pvt. Ltd Noida, U.P.

## Hindi Translator, April 2009 – November 2009

* Translation from English to Hindi and vice versa
* Linguistic Review for Hindi
* Making Style Guide for the translators
* Glossary creation and consolidation
* Language Quality Assurance
* Proof Reading

## Hotgurgaon.com Gurgaon, Haryana

## Reporter, May 2008 – January 2009

* News Coverage and Writing News Reports of Gurgaon

## NewsTime TV News channel New Delhi, Delhi

## Asst. Producer, December 2007 – April 2008

* News Packaging
* Translation of news in Hindi
* Producing TV Programmes on current affairs and social issues
* Writing Scripts

## World News Services News Agency New Delhi, Delhi

## Reporter, September 2006 – November 2007

* Reporting, Writing news articles and features

# Education

## Master of Arts Mass Communication

2006

HNB Garhwal University, Srinagar, Uttarakhand

Bachelor in Information Technology (BIT) Computers

2003

Study Centre - 1547, Manipal Academy of Higher Education (MAHE), Jamshedpur, Jharkhand

# Technical Skills

Professional fluency in translation tools - Crowdin, SE63 (Translation tool from SAP), Google Translators Toolkit, Idiom Desktop Workbench & Browser Workbench, Trados, SDLX, Logo port, Xliff Editor, Word Fast, Microsoft Helium, LocStudio and Other CAT tools etc.

# References

Manjusha Nair, Chief Product Expert, SAP Labs India Pvt. Ltd., Bangalore

Contact No. - +91 9900174554

Jai Mani, Lead Product Manager, Xiaomi Technology India Pvt. Ltd., Bangalore

Contact No. - +91 7022456123

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