**MOHAMED GHOUSE R**

**Mobile:** +91 9003194415

**E-mail:** mohamedghouse.r@rediffmail.com

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Language Translation Specialist with Six years of Cross-Functional experience in Quality Check, Strategy and Project Delivery.

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**PROFESSIONAL EXPERIENCE**

**Satvat Infosol Pvt Ltd Nov 2017 – Present**

*Executive-Quality Check (Hindi)*

Primary Responsibilities:

* Reviewing and editing the documents/records/logs for accurate use of grammar, spelling and correction of typographical/compositional errors in the content.
* Sub-editing and translation of the text written/ left over by content writers to ensure consistent work style.
* Maintaining awareness of new words or phrases coming into popular usage with a view to ensuring they are appropriate for the readership.
* Ensuring that the language translation matches with the English text and it has the same meaning conveyed.
* Maintaining strict confidentiality of the projects and exercise discretion.
* Responsible in the translation of educational content from English to Hindi and vice versa within its SLA.
* Ensuring in design of call monitoring formats of quality standards with the candidates.
* Performing quality checks on the calls made by the candidates for the objections made by them in the exam.

Secondary Responsibilities:

* Reviewing and allocating task to translators, reviwers and identifying improvements in the processes.
* Coordinating with internal departments to ensure the timely movement of the project from one step of the workflow to the next, through strong and effective follow-ups.

**Citicorp Services India Pvt. Ltd (Citigroup) Feb 2015 – May 2017**

*Operations analyst*

Key Responsibilities:

Communicate with clients via phone, email on irregular payments of loans obtained.

Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans. This responsibility involves procuring and compiling copies of loan applicants' credit histories, corporate financial statements, and other financial information.

 Evaluate credit worthiness by processing loan applications/ documentation within specified limits thereby approving Secured loans to Customers from Singapore.

 Realignment for Pledges, Mutual Funds, FIS and Secured cards.

 Successful execution of excel enabed Macros for Renewal and Loan switches.

 Processing accounting receivables and incoming payments in compliance with financial policies and procedures.

 Following up on collection & allocate payments to perform account reconciliations.

**Industrial Safety Products Apr 2012 – Jan 2015**

*Accounts Assistant*

Key Responsibilities:

Managing day-to-day cash transactions of the organization and Responsible for reconciliation of financial accounts.

 Receiving and processing all invoices, expense form and request for payments.

 Responsible for Filing of Value Added Tax(VAT) for every month within the set deadline.

 Assisting with sales/purchase ledger duties, cash books, payroll and track payments.

Process payments as well as documents like invoices.

 Recording office expenditures and ensuring expenses are within the set budget.

 Calculating and checking to make sure payments, amounts and records are correct.

**PROFESSIONAL QUALIFICATION**

**Bachelors in Commerce & Accountancy, 2012**

The New College - University of Madras, India

**PERSONAL INFORMATION**

**Date of Birth:** 27th March 1991

**Marital Status:** Single

**Language Skills:** English, Hindi, Urdu & Tamil

**Travelling:** Open to Travel

I hereby declare that the information provided is true to best of my knowledge.

**Place:** Chennai

**Date:** 04- Oct 2019