 Monika Singh

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## Profile

* A competent professional with hands on experience in role of Hindi Linguist with a strong background in translating and writing different type of content in Hindi and a track record of impeccable proofreading, editing, and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way.
* Social Media Manager – Hindi, with skills to create engaging & creative content for users.

## Employment History

Linguist at Welocalize, Gurgaon

August 2019 to Present

* Presently working with Welocalize as Hindi Linguist.
* Translating different type of content including marketing, technical and help content.
* Ensuring on time delivery of deliverables assigned to me for various products with quality translation.

Social Media Manager at Momspresso.com

June 2012 to July 2019

* Worked with Momspress.com (Mycity4kids.com) as a Social Media Manager (Hindi), Hindi Reviewer, Linguist, Hindi Content Curator, Hindi Content Editor, Hindi Content Writer, Proof Reader & Hindi Content developer.
* Managed all social media reports including blogs, blogger data and coordinating with all blogger for new branded projects.
* Created engaging properties for Facebook page.
* Managed Event Management, Sales Support, Operations as well as Business Development activities.

Account Coordinator at Serco

March 2011 to May 2012

* Worked with SERCO BPO as Account Coordinator in American Express EDM (Electronic Direct Marketing) outbound process.
* Handled online premium customer who has shown interest for American Express cards. Conducted business calls as well as promotional activities in accordance with the policies of the company.
* Described product features to the customer.
* Checked eligibility of the customer as per set policies.
* Fixed appointments with eligible customers.

## Education

MBA, University of Kota

April 2005 – June 2008

* MBA in Marketing & HR from OKIMR-Kota, Kota University, Rajasthan

**BA, MDS University Rajasthan**

April 2003 – May 2005

## Extra-Curricular Activities

* Vice President in Govt. Girls College for Session 2003-2005.
* Class Representative in School.
* Active participation in cultural activities.
* Participate in sports like Badminton, basketball.

## Hobbies

Writing, Dancing, Cooking & Travelling

## Language

English & Hindi