SangitaRajgopal

German to English translator since 2 years

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**Summary:**

* Written and verbal fluency in German and English as well as translations from German to English.
* Knowledge of SDL TRADOS,MS OFFICE,ACROSS.
* Knowledge of translations in Technical Dcuments,Legal,Chemicals,Manufacturing,Environmental,Manuals,Electrical,Auto,IT
* Previous QA and/or management experience
* Willingness to work shifts in 24x7 operations and flexibility.
* Previous IT - support experience in an enterprise environment.  
  Good Analytical skills.  
  Experience in troubleshooting technical problems in addition to Excellent Customer Service Skills.  
  Strong multitasking skills.
* Strong Active listening skills.
* Ability to work in dynamic situations.
* Ability to work toward a goal.
* Ability to identify solutions based on written procedures, guidelines, and process tools .
* Able to congenially interact with all units within the organization.
* Prepare presentations based upon research, documents and available information
* DATA INTEGRITY - MANAGED DATA ACCURACY.
* Reports Administration and Technical Support.
* Taken calls from customers and logged them onto Companys
* Database also followed escalation procedures to resolve problems or issues.
* Maintained strong, professional relationships with all of the Company's users.
* All times, demonstrate a high level of customer service when helping a customer and if necessary, to escalate very important issues to a more experienced Advisor.
* QuickLearner
* Solution oriented
* Ability to work under pressure.

**Subject**: MIS Analyst and Project Coordinator.

**Certificates**:

Goethe-Zertifikat(A1,A2,B1,B2.1) IN YEAR 2013.  
OCP 9I Dba Certification.  
Business German

B2.2(DEUTSCH BERUF) from Max Mueller Bhavan IN YEAR 2014.

Diploma in translation and Tourism in german ( Mumbai University) IN YEAR 2014

**Languages known**:English,German,Hindi,Marathi,Gujarati.

**Employment History**:

Apr 2013 – till date : Worked as a Freelance translator for Wondershare,Hongkong,

and daily assignments for German Company

Outsourcing4work GMBH ,Bosch(Germany)

,crystal translations(India),Lingo Chaps(India).

My Expertise:

* IT related(SAP MM,SAP CO,FI,PP,CRM,BI/,JAVA,ORACLE) ,
* Travel related, environment related, physics related,
* Medicine/ science (Zoology, Biology,chemistry) related ,
* Automobile technology broschure ,
* Income tax statements for 2013/2014/2015,
* Pharma related ( medicines,tablets, prescriptions, combainations) ,
* User manuals (Iphone, mobile, instruments, Warranty),
* Product descriptions (Product listing in Ebay, Amazon),
* sequence of emails,cover letters, Resumes, offer letters, Examintion sheets , certificates, Shares, Trading.
* Tools used : Sdl trados 2014.