

SUCHETANA MONDAL

CONTACT



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LINKEDIN

- <https://www.linkedin.com/in/suchetana-mondal-034a8021a>

CORE QUALIFICATIONS

Content Specialization-

- Copywriting abilities
- Market research expertise
- Communication skills
- Content Writing
- Quality Assurance
- Problem-solving
- Multilingual

Translation Specialization-

CAT TOOLS Experience:

- Memoq, ATMS, SDL Trados, Ms leaf, Memsource, Matecat, Wordfast, OmegaT, Prabandhak and many more.
- Experience working in tight and strict deadline.
- Experience in Real-time translation
- Proofreading
- Cultural understanding
- Bengali, English and Hindi Language fluency.
- QA and QC processes
- Typing 60 WPM

IT SKILLS:

Languages Known: C, C++, Core JAVA, ASP.NET.

Basics : MS DOS, Windows 98/2000/xp, Ms word, Powerpoint, Advanced Excel, Pivot Table, Jira, PowerPoint.

CLIENTS: (FREELANCE)

Uber, Lionbridge, TCS, SBI, RWS, CCJK, WinZO Games, KhataBook, Transperfect, PecteraEdge, YYZ Translations and many more.

CERTIFICATIONS

Expert Content Specialist and Linguist bringing 7 years of expertise in Bengali Language and Content Industry. Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service.

EXPERIENCE

July 2021 to Current

Bengali Linguist and QA Specialist *Lionbridge Technologies, Inc (CLIENT AMAZON)*, Noida

Lionbridge Technologies, Inc is an American company that provides translation and localization services

- Performed quality control for translations for accuracy and readability.
- Performed analysis and derived information.
- Translated live recordings in real-time with accuracy and composure.
- Produced a daily output of over 3000 translated words per day.
- Provided clients with quote and project estimate based on project length and complexity.
- Conducted in-depth research or consulted with specialists to obtain information on technical information translation or scientific phrases.
- Determined credibility, value and relevancy of information from various data sources to produce timely reports.
- Provided general linguistic support for Amazon.

February 2019 to January 2021

Language Lead Back-up Translated. (CLIENT UBER), Rome, Italy

Translated. has been offering human translation services for the last 20 years to our 261,669 clients, in 194 languages and 40 areas of expertise.

- Used appropriate presentations or visual aids to assist in translating large speeches during conferences.
- Attended 50 hours of language training to stay updated on latest phrases and language changes.
- Used thesaurus and specialist dictionaries to obtain information on terminology, phrases and words.
- Used Memsource to assist with complex translations.
- Proofread written translated material to check words, grammar and phrases.
- Translated conversations and documents between two parties in professional situations.
- Provided full English to Bengali translation services.

January 2018 to January 2019

Content Specialist S&S Enterprise, Kolkata, India

- Fostered a creative and cutting edge staff environment to drive innovative content creation.
- Managed content across all platforms, including email and social media.
- Researched company's competitor content to gain industry intelligence.

- Content Marketing Mastery - Udemy
- Tableau For Data science - Udemy
- Masterclass software Testing with JIRA and AGILE - Udemy
- Introduction to Linguistics- Udemy
- Introduction to Graphic Design - Udemy
- Basics Of Finance - Udemy
- Excel In general Transcription - Udemy
- Introduction to Financial modeling - Udemy
- Java Tutorial-Udemy
- HTML and CSS for Beginners- Udemy
- Online MBA Alternative- Udemy
- SEO Masterclass- Udemy
- Financial Analysis and Financial Modelling Using Excel- Udemy
- Complete Accounting + Tallyprime+ Tally ERP9+GST - Udemy
- NLP Certification- Udemy

LANGUAGES

Bengali: First Language

English: C2

 Proficient

Hindi: C1

 Advanced

German: A1

 Beginner

HOBBIES

- Photography
- Learning New skills

REFERENCES

REFERENCES:

1. R.V Jobin Raj - jobinraj.rv@lionbridge.com (+91 94471 45415)
2. Sayan Pal - Company@kreoahine.com (+91 8240957691)

- Develop standards, systems and best practice approaches to content creation and branding strategy.
- Increased customer engagement on Instagram and website platforms by overhauling content strategy.
- Delivered highly creative and easily digestible copy for content across various campaigns.

August 2014 to Current

Freelance Translator *WorldWide*

NOTABLE FREELANCING PROJECTS:

1. Prabandhak (Client Reliance Via Reverie Inc)

- Translated over 10 Lakhs words as a group.
- Managed the quality of a small group of 23 translators during this project.
- Achieved an average accuracy of 98.9% .

2. ATMS (Client Amazon, Via Lionbridge)

- Translated over 50000 words in a month.
- Achieved 100% accuracy in all projects. Got direct offer from the Vendor Company (Lionbridge) and is currently working there as a full-time employee.

3. Lybrate (Local Vendor)

Translated over 1 lakh words for the website.

4. Uber (Via Translated.)

Translated over 40000 words for Uber Eats.

EDUCATION

Current

Master of Arts (Distance) Linguistics

Annamalai University, Tamil Nadu

2018

B.TECH Computer Science And Engineering

Supreme Knowledge Foundation Group Of Institution, Hoogly

- B.tech Graduate
- Member of Sports Union

2014

Higher Secondary (10+2) Science

St. Jones Diocesan Girl's Higher Secondary School, Kolkata

2012

Secondary (10th)

Holy Child Institute, Kolkata

- Academic Achievement Award Winner.