**SUSANTA**

**CHAKRABORTY**

Proactive, Reliable and Efficient

+919560764404 (WhatsApp)

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susantac360@gmail.com

**P**

**ROFESSIONAL**

**E**

**XPERIENCE**

**FT Freelance Professional** as Video caption & Subtitle translator/editor, Transcriptionist, Translator & Part time Interpreter of English to Bengali/Hindi and vice versa, Data Entry Operator (AI data recognition, annotation and segmentation), AdSense Optimizer, Digital Marketer,Blogger, Content Writer, etc. Captioned in Bengali for a renowned TV Channel Projects. SinceApr’16

 **Translation and Transcription**: Started career with translating for a history professor of Calcutta University. Currently working with few trusted agencies (happy clients) on various projects including translations and transcription projects.

Localized various IT and educational blogs/websites.

Captioned and Subtitled in Bengali for TV Projects. A part time interpreter for Bengali, Hindi and English.

**Manager Resources** in **LAN RAILTECH P. LTD** New Delhi for Jan 2013 to Apr 2016

**HR & Admin Manager**, at **BALAJI GROUP** Noida for Feb 2011 to December 2012

Manager Admin & Liaison in **DIPAK TYAGI group of companies** (Includes Sun Ramified Solutions, Capital Broadcasting Company, Lakshya Leasing, etc.) Noida for Apr 2008 to Jan 2011

## Admin Officer in SHREE SRINAD ASSOCIATES AND SONS (SSAS) Hooghly for 2000 to March 2008

## Customer Support Executive for TMC SYSTEMS, Kolkata from 1995 to 1999

**EDUCATION & CERTIFICATIONS**

**Post-Graduation**

Master of Social Works (MSW) from Manav Bharti University

**Graduation**

Bachelor of Commerce from Burdwan University

**IT Certifications & Personal Development:**

Diploma in Computer Application (DCA),

CCNA and CompTIA+CoreHardware from CMC Kolkata,

MCITP from Rooman Technologies, New Delhi,

Optimizing AdSense (a website revenue optimization course organize by Google),

Leap To Learn\_TTT from **iMerit** on various AI appliatoins like CV object annotation with Bounding Box, Polygon, KeyPoint etc., segmentation, NLP, English Comprehension, Content, Named entity recognition, sentiment analysis, etc.

**Self Developped Skills**: SDL Trados, MateCat, Prabandhak, Transcription tools like Apptek, TTS\_Asian, IBM, etc and Webdesign, Digital Marketing, DATA Analysis, Webmaster tools, PhotoShop, CorelDraw, Database handling, etc.

**Other Certifications:**

Course on **HR Practical Training** from Den Human Resource Management, New Delhi

Undergone a training on “**MDP on Quality Management System (ISO 9001:2008)**” from “MSME-Development Institute”, Delhi, under Ministry of MSME, Govt. of India.

Marketing Management from Small Scale Industries Institute, Kolkata, Under Ministry of SSI, Govt. of India.

**Foreign Language Certifications:**

Certificate in French Language from Alliance Froçaise, Kolkata and CCF 2 from Institut de Chandernagore.

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**Honor and Awards:**

Employee of The Year award for excellent performance in 2002, 03, 06, and 2014.

Member of Organizing Committee for 47th National Volleyball Championships.

Marked “Best Answer” in several occasions for my reply in Google AdSense Support Forum.

**Languages Known:**

Fluent - Bengali, English, Hindi

Partly Fair - French, Assamese, Oriya, Punjabi

**Personalisation:**

Other Activity: Travelling, Blogging, Content Writing, Video Creation, Mentoring, Affiliate Marketing, etc.

Relaxation: Browse internet, web research, play Pool/Snooker, gardening, play music, etc.