**A. PRAVEEN MICHAEL**

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Mobile: +91‐7550085304

**Professional Summary**

Creative Project Co-ordinator with vast experience in handling numerous translation projects ranging from E-books to tax documents for premier organizations. Handled supplier – vendor relations and ensured smooth completion of various projects for respective clients.

**Core Skills**

* Team management
* Client negotiations
* Supplier – Vendor relations
* Project management
* Client relations

**Experience**

**Freelance Vendor and Project manager 09/06/2014 – 15/05/2016**

**Fiverr (Fiverr.com)                                                                   Chennai, IND**

* Developed and translated content for numerous clients ranging from blogs to E-books.
* Responsible for editing and curating several E-books in the non-fiction category prior to publication.
* Communicating with a team of writers and translators from plot development to the publishing stage.
* Communicating with the client on an ongoing basis and review feedback.

**Translation Coordinator & Vendor 11/06/2016 – Present Sunbeam Languages                                                               Chennai, IND**

* Managed simultaneous projects on a variety of subjects on a daily basis.
* Developed project scopes, negotiated contracts and oversaw deliverables.
* Managed Engineering projects from Russian to English.
* Worked in coordination with a team of translators and editors for a large project (German -> English) based on the recruitment industry.

**Translation Coordinator & Vendor 13/09/2016 – Present Iterative Knowledge Solutions                                                              Chennai, IND**

* Managed translation of Japanese and Chinese investment documents to English.
* Managed translation of a large project (50k words) for a recruitment firm from English to Hindi, Bengali, Marathi and Kannada.
* Managed simultaneous project inquiries on a variety of subjects on a daily basis.

**Translation Vendor 20/06/2016 – Present Overseas DTP                                                               Chennai, IND**

* Handled Dutch to English translation project involving tax documents.
* Overlooked proofreading of translated tax statements from Dutch to English.

**Translation Vendor 20/04/2017 – Present Pharma-Med                                                               Cairo, Egypt**

* Handled German to English translation projects involving medical and pharmaceutical documents.
* Overlooked proofreading of translated documents to and from German in the medical domain.

**Translation Vendor 25/04/2017 – Present A2Z ltd                                                               Narva, Estonia**

* Handled German, Spanish to English translation projects involving marketing and finance related documents.
* Executed proofreading of translated documents from German, Spanish to English.

**Education**

**Bachelor of Technology - Information Technology                   2012-2016**

Loyola I\_CAM College of Engineering and Technology        **Chennai, IND**

**References**

**Name**: Ms. Gowri Vinod

**Designation**: Project Manager, Sunbeam Languages

**Phone**: 9972501111

**E-mail** : [info@sunbeams.net](mailto:info@sunbeams.net)

**Name**: Mr. Kris Weylo

**Designation**: Project Manager, Iterative Knowledge Solutions

**Phone**: 9941254713

**E-mail** : [kris@iterative.in](mailto:kris@iterative.in)

**Name**: Mr. Rohit Sharma

**Designation**: Project Manager, Overseas DTP

**Phone**: 9041989281

**E-mail** : [info@overseasdtp.com](mailto:info@overseasdtp.com)

**Personal Profile**

**Full Name** Anthony Praveen Michael

**Date of Birth** 28‐12‐1994

**Sex** Male

**Nationality** Indian

**Place of Birth** Chennai

**Languages Known** English, Tamil, French

**Hobbies** Table Tennis, Football

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