LAYLA CORREA MISHRA

www.portuguesetranslator.in
Native Portuguese Linguist

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EXPERIENCE

Hurix Digital, Chennai, India - *Portuguese Project Coordiinator*
July 2022
Handling projects,, providing translation and meeting the clients.

Tudip Technology, Pune, India — *Portuguese Language Expert*
April/2021 - jun/2022
Handling Google clients from Coursera, Managing all mails and clients query related to Portuguese.
Qwiklabs QA tester,
Replying all Qwiklabs uses queries providing English to Portuguese translation, Member of **CSAT**(Customers satisfaction team)

Freelancer, Kota, India — *Portuguese Linguist*
Jan 2016 - Current
Domain:- IT, **Legal**, General. Completed several legal translation projects for LaClasse (Delhi), CHL **General** Translation (Noida), Kalpak Language (Mumbai), Mahatta Media Solutions (Bengaluru), Color Ailes Design LLP (Pune), Collegando (Argentina), Star-DT (Macedonia), Kudos Global, **transcription** (Delhi) and many more.

Metro Rio, Rio de Janeiro — *Customer Operation Manager*
April 2013 - Oct 2016
Ticket Booking, Resolve customer issues and take necessary actions, Revenue Handling and Manage Team

Syndicate of Biologist, Rio de Janeiro — Administrative assistant
Jan 2000 - March 2009
Worked as **law** assistant, receive calls from clients, Invoice for Clients, helpdesk.

EDUCATION

UNISUAM BRAZIL, Rio De Janeiro, — *Law Graduate*
Feb 1994 - April 1999
Graduated in **Law**

CEHL Rio de Janeiro, Rio De Janeiro — *Teacher*
Feb 1991 - April 1994
Diploma in Teaching students for High School.

SKILLS

Native Brazilian Portuguese.

Excellent communication skills

Problem-Solving Skills.

Adaptable and flexible

Agility for quick learning

Ability to work well in team Commitment to quality Ability to meet deadlines

EXPERTISE

Brazilian Portuguese-Complete Portuguese Linguist.

Communication- amazing verbal and written communication skills to convince customers.

Programmes: Word, Excel, Memsource, Trados, Oneforma, Zendesk

LANGUAGES
Brazilian Portuguese, English