



# Adithya Anand A D

THIRUVANANTHAPURAM, INDIA · [adithya.anand505@gmail.com](mailto:adithya.anand505@gmail.com) · +917012449968

## DETAILS

DATE OF BIRTH

28-07-1994

## LINKS

[LinkedIn](#)

## SKILLS

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Adaptability

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Decision Making

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Ability to Multitask

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Ability to Work Under Pressure

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Leadership

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Computer Skills

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Fast Learner

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Effective Time Management

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Communication Skills

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Customer Service

## PROFILE

Experienced and dedicated linguist with several years of experience identifying efficiencies and problem areas within data streams while communicating needs for projects. I am a highly competent communicator, skilled at multitasking and effectively communicating with others. adept at making key decisions and working with other professionals to achieve goals and solve problems. I am able to effectively self-manage during independent projects as well as collaborate as part of a productive team.

## EMPLOYMENT HISTORY

### Independent Sales/Customer Service Specialist, QNET

Apr 2015 — Apr 2017, Thiruvananthapuram

- Provided excellent customer service and achieved a high rate of client satisfaction and retention.
- Developed systems that streamline sales processes, yielding a 150% increase in productivity.
- Handled the execution of customer agreements.

### Junior Process Associate (BPO), MOSB

Jun 2018 — Jul 2019, Thiruvananthapuram

- Led process and BPO improvement initiatives.
- Performed High volume of tasks as per client requirements.
- Done vast data scraping for the better result of the BPO process.

### Web Search Evaluator (Freelance), Teemwork.ai

Aug 2019 — Present, Remote

- Evaluation on web based tool for performance and optimal search engine rankings.

### Freelance Translator, Amazon

Oct 2020 — Present, Remote

- Assisted the Head Translator with daily tasks and duties as needed.

### Localization Language Lead(UBER Project), Translated

Mar 2022 — Present, Remote

- Worked closely with project managers and engineers to ensure project needs were fulfilled and budgets were honored.

## EDUCATION

### N.S.S.E.M.H.S, SSLC

2000 — 2010, Thiruvananthapuram

Passed with 87%

## **NSS GHS, Higher Secondary**

2010 — 2012, Thiruvananthapuram

Passed with 70%

## **Government Polytechnic College, Diploma In Electronics and Communication**

Mar 2012 — Jun 2015, Thiruvananthapuram

Graduated with 7.07 CGPA