**Rajeshree**

[**Rajeshree.288173@2freemail.com**](mailto:Rajeshree.288173@2freemail.com)

OBJECTIVE

A keen learner and proactive team player, I want to harness my skills and experience to help the organization.

**CAREER SUMMARY**

***John Deere India Pvt., Ltd* Nov 2011 – Oct 2015**  
Designation**: Translation Coordinator**

***Job Responsibilities:***

* In the Role of Translation coordinator acted as an Interface with platform and authoring community.
* This being a highly voluminous job needed to be performed by completing the translated manuals and publishing on time.
* Making sure the manuals received from the authoring team are correct and precise with correct details mentioned, reporting of any discrepancy in timely manner.
* Multiple notifications are received from the Publishing Engine which are duly actioned.
* The translated manuals received from vendor are shipped to customers along with the tractors some of the manuals are supplied to dealers. Since the shipments are scheduled, need to make sure timelines are met.
* All process related to manual translations need to be send to vendor and the received files to be transferred to the teams.

**Prior to Translation Coordinator worked in the Capacity of Training and Data Coordinator**

* Complete the billing process (complete life cycle of billing)
* Managing Entry and Exit process of department employees.
* Maintaining employee database.
* Prepare and maintain quality metrics.
* Department technical issues tracking.
* Maintain a list of departmental assets.
* Handle Purchase process for the department.
* Responsible for making PO through SAP.
* Manage monthly invoices of suppliers.
* Prepare and Maintain Monthly Report.
* Departmental Training Coordination.
* Making presentation and collecting data from the entire leadership group.
* Sending invites through Outlook Calendar for all the meetings.
* Maintain consistency in documentation, analysis and presentation prepared.

***Maersk Global Service Centres (India) Pvt. Ltd* Feb 2003 - Aug 2009**

Designation**:  Senior Officer.**

***Job Responsibilities:***

* Monitoring the bills of Lading prepared by Export
* Providing Data Quality (DQ) Checks.
* Reconciliation for whole vessel & fixing errors
* Providing clean Manifest prior to the vessel arrival.
* Conducted weekly meetings to discuss team performance & achievements.
* Attending to Customer Queries
* Providing feedback to the clients on a regular basis.
* Assigning Pick up & Delivery Orders for trucking purpose.
* Preparing Daily & Weekly reports
* Reconciliation of data
* Transmitting data manifested by export department to US customs / Canada customs.
* Sending container load list to various port of load.
* Communicating to Client / Front office, resolving issue produced by external/internal customer.
* Resolving rejections for US & Canada Customs.
* Training to team members

**M/s Comp-Act Consultancy Services Pvt. Ltd May 2001 - Dec 2002**

Designation**:    Front Office Administrator**

***Job Responsibilities:***

* Administrative work:
* Filing
* Preparing the leave report
* Taking dictation
* Attending to calls
* Attending to the visitors
* Handling the inward/outward mail
* Stationery record
* Handling HCL correspondence for installation note, RMA (Return Material Authorization etc.)
* Maintaining of:
* Sales register
* Cash register
* Preparing of Invoices & monthly reports

**Roof & Services May 2000 – Apr 2001**Designation:  **Office Assistant**

***Job Responsibilities:***

* The job included managing correspondence of Business Centre & keeping records of day to day office services.
* Preparing minutes of meeting
* Organizing for meetings
* Preparing presentations
* Filing
* Preparing the leave report
* Taking dictation
* Attending to calls
* Attending to the visitors
* Handling the inward/outward mail
* Stationery record
* Bills settlement.

**Uniscan Centre Oct 1999 – Apr 2000**

Designation: **Receptionist cum Typist**

***Job Responsibilities:***

* The Job included managing reception & computer operating for reports & other day to day work.
* Preparing minutes of meeting
* Booking of
* Conference rooms, hotel accommodation, Vehicles etc
* Indenting for books, machines etc
* Organizing for meetings
* Preparing presentations
* Filing
* Preparing the leave report
* Taking dictation
* Attending to calls
* Attending to the visitors
* Handling and placing the requirement for stationery
* Handling the inward/outward mail

***Mascon Computer Services Pvt.Ltd.* May 1998 – Jun 1999**

Designation: **Computer Operator**

***Job Responsibilities:***

* Assurance of qulity work & customer service.
* Quality inspection
* Miscellaneous

**EDUCATION QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Education** | **Year** | **School / University** | **Class** |
| SSC | 1993 | St Joseph’s Convent Girls High School | Pass |
| HSC | 1995 | Symbiosis College of Arts & Commerce | Pass |
| BCOM | 1998 | Symbiosis College of Arts and Commerce | Pass |
| MCOM | 2000 | Pune University | Pass |

**IT KNOWLEDGE:**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access
* Internet

**TRAININGS ATTENDED**

* Commercial Shipping.
* Knowledge of ISO 9001: 2000 Norms.
* Ms Office & DFA (Diploma in Financial Accounting).
* International computer driving license (ICDL) From Denmark
* Typing 40 W.P.M.
* Attended 2 weeks training for Translations in Mannheim, Germany

**PERSONAL DETAILS**

Date of Birth: 19th Feb 1977.

Nationality: Indian.

Sex:                               Female

Marital Status: Married

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| --- | --- | --- | --- |
| Languages Known: | Read | Write | Speak |
|  | English | English | English |
|  | Hindi | Hindi | Hindi |
|  | Marathi | Marathi | Marathi |
|  |  |  | Malayalam |