

Madhura Tikhe

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Professional Summary

- Broad knowledge and experience in Localization
 - Strong experience in Data Analysis of German Contracts/ Agreements
 - Over 6 years of experience in Technical, Scientific, Commercial and Business Translation
 - Extensive experience in reviewing and analyzing ISDA Master Agreements, CSA REPO's Listed Derivative and other ancillary agreements
 - Professional communication skills include fluency in English and German
 - Proficient in Word, Excel and other Microsoft Office products
 - Master of German Literature and Translation
 - Strong knowledge of SDL Trados
 - IELTS Band 8.5
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Professional Experience

ANALYST (GERMAN) – DATA MANAGEMENT (August 2019 – July 2020)

Appzen Labs India Pvt. Ltd

- **Translating and Analyzing customers data** to identify areas of improvement within their configuration
- **Management of web content** (copy and visual assets) using a content management system
- **Facilitating translation and localization of websites**, working closely with multiple cross-functional teams to ensure accuracy and quality of localized content
- **Presenting data insights** and potential solutions to teams within the Customer Success org
- **Managing translated terminologies and style guide** for designated language for digital content
- Working cross functionally **to identify and provide solutions to internal business process issues** that impact the customer experience
- **Communicating suggested product improvements to the development team**
- Performing **German Contracts and Invoices auditing**

GERMAN TRANSLATOR/ CONSULTANT (September 2017 – December 2018)

Credit Suisse

- Worked as a **German Language translator** at client location with **Credit Suisse**
- Performed day to day tasks in line with control standards and process playbooks
- Worked as part of a 4 eye process to Onboard, Preprocess, Clause Match and Data Capture of German and English Agreements
- **Translated German financial legal documents**, created and maintained Glossary (Terminology management)
- **Analyzed** and assisted with **German financial legal documentation** (i.e. ISDA, REPO, CSA agreements)
- Maintained firm control standards for the team by ensuring compliance with process dashboards, checklists and **MIS reporting**

FREELANCE GERMANTRANSLATOR/ EXPERT (February 2016 – April 2017)

Mayflower Language Services Pvt. Ltd

- Worked as a German Language **trainer for corporate employees**
- Worked with the language agency on **more than 30 translation projects** and onsite projects with **Thyssenkrupp**

PROJECT EXECUTIVE FL- GRADE III (May 2015 – January 2016)

Crest Premedia Solutions Pvt. Ltd

- **Interfaced** between **German customers and the Indian team**
- Communicated with **Authors and Editors in Springer Nature, Germany** to ensure timely delivery
- **Implemented work guidelines** as expected by the clients
- Responsible for **quality control, documentation and time management** of projects
- Prepared **MIS, developed and maintained customer database**
- **Translated Author guidelines from German into English**

Education

UNIVERSITY OF MUMBAI (April 2014)

Masters of German Translation Studies – Grade A (WES equivalency: Post Graduate Diploma)

UNIVERSITY OF MUMBAI, POLITICAL SCIENCE DEPARTMENT (April 2012)

Bachelors of Arts – Grade A

Extra-Curricular Activities

- Successfully completed course “**Translation as Intercultural Practice**” from **Georg-August-University, Göttingen, Germany** in collaboration with **Max Mueller Bhavan, Mumbai**
 - **Stood 1st** in M.A. (**Part I and Part II**) in **German (Translation Studies)** examination held in March 2014 at the Department of German, University of Mumbai
 - Completed **B2.2** of German Language from **Max Mueller Bhavan, Mumbai**, a branch of **Goethe-Institute**
 - Successfully obtained **Diploma in Commercial and Technical Translation and Tourism in German** from University of Mumbai
 - Actively participated in the **Teacher’s Training Workshop (DaF Deutsche als Fremdsprache - German as Foreign Language)** conducted by the Department of German, University of Mumbai
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Academic and Co-Curricular Projects

GERMAN TRANSLATION (April 2014 – May 2014)

Translation of short stories, Mumbai

- **Translated** Marathi **short stories into German** which were published by the Department of German, University of Mumbai as part of course material

GiG Gesellschaft für interkulturelle Germanistik (GiG)

- **Translated content** for **GiG website in German language**