

Ajit Panda, *Language Expert*

Delivering valued translation services, effectively

Reach me:

+91-9438500486

+91-9583420558

Email: ajitp09@gmail.com

Dear Client,

It is with much delectation and enthusiasm, I would like to extend my valued language services, with the impulse of structuring a professional work relationship with your company until the era of machines ruling humanity.

About me:

Discovering my affinity to languages in the year 2008, I started pondering over a career in it. It was then, when my outpouring passion and avalanche of ideas amalgamated, and I started materializing and paving my way to the streets and marketplaces in Translation announcing my arrival in the Industry by registering as a member-translator in Translation Directory in March 2010. Starting as a multilingual freelance translator and slowly taking up new opportunities in native and fluent languages, I have finally landed in building a team driven by me along with my group of independently-specialized native language professionals.

I, therefore, provide the below services, with a vision and mission in mind, and abiding to the professional and institutional work ethics that help in giving you the best service your company needs.

Services provided:

Translation, Transcription, Proofreading, Editing, Subtitling, post-translation DTP

Aim:

Providing cost-effective & quality translation services to all corners of the world has always been my vision and mission.

My Specializations:

- Technical & Engineering
- Healthcare & Pharmaceutical
- Banking & Finance
- Business & Marketing
- Legal
- Software & IT
- Manuscripts & Publishing
- Government & Economy

EDUCATION :

Master in Arts, Sri Aurobindo International Centre of Education

What I bring to the table:

1. 10-year experience in providing Translation Services; Registered Member of Translation Directory since March 2010, which justifies my 10-year experience
2. Ability to work in 10+ CAT Tools
3. Ability to provide multi-dialect translations

With my services, I CAN & I WILL GUARANTEE the following:

1. You get value and quality for your money and business
2. You do not receive Machine Translations
3. The formatting of the translated documents are a replica of the original
3. Your emails are swiftly answered
4. The translated files are thoroughly proofread before delivery
5. To ensure that your valuable documents are safe and confidential, all project documents and references are shredded or deleted from my computer once the assignment is complete and paid.

MY WORK-ETHICS:

1. I provide a quote for the service requested
2. On approval, I discuss the terms of the service
3. After mutual agreement, we sign a Non-Disclosure and Service Agreement pledging to abide to the terms of agreement
4. Post signing, I receive the necessary files from you
5. I start the translation/relevant service process
6. Upon completion of 10% of the work, I share the file with you for a quality check and validating non-usage of Machine Translations

7. Once you give me a green light, I proceed with the rest of the document and deliver you the complete document within the deadline.
8. If there is a need to request for an extension in the deadline, I place a request 24-36 hours prior to the deadline, as in certain complicated projects it takes some additional time to research of the working-topic and context.
9. Once the files are delivered, I submit an invoice for the services rendered.

Accepted Payment Methods:

Bank Transfer

Paypal

Skrill

UPI Transfer

Accepted Payment Term:

30 days from the date of invoicing

You, as a valued client, deserve to receive the quality of service and work ethics that you or your business is entitled to.

Thank you for taking the time and interest to hire me for your required services.