



JOFIN JOY

TRANSLATOR & VOICE OVER ARTIST

CONTACT:

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EDUCATION

BACHELOR OF ARTS
PUBLIC ADMINISTRATION

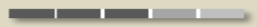
Annamalai University,
Chidambaram, Tamilnadu

LANGUAGES:

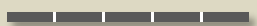
English



Hindi



Malayalam



PERSONAL DETAILS:

DOB: 20-09-85

MARITAL STATUS: Married

INTERESTS:

Family & friends, Music,
Reading, Playing guitar.

PROFILE:

Dedicated English-Malayalam translator with three years of experience working in professional and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during conferences and in-person meetings. Consistently relied upon for verification and correction of translated materials. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

SKILLS

- Writing skills,
- Reading & comprehension skills
- Microsoft office
- Time management
- Multitasking
- Good team player
- Accuracy

EMPLOYMENT HISTORY

English -to- Malayalam Translator & Quality Checker

2018 – 2020

Bridge Connectivity Solution Pvt. Ltd. New Delhi.

Key Qualifications & Responsibilities

- Performed various translation and interpretation duties from English into Malayalam, including written texts, localization, internationalization, audio files, and live speaking presentations.
- Translated text projects, including legal documents, website content, news articles, and corporate reports.
- Upheld strict confidentiality policy when translating personal and diplomatic materials.
- Provided interpretation and transcription services as needed by corporate clients.
- Provided voice over services to various companies for their audiobooks and videos.