**Mobile:** (+91) 9152736019

**Email:** [bachintkaur21@gmail.com](mailto:bachintkaur21@gmail.com)

**CORE COMPETENCIES**

◾Excellent Proofreading Skills

◾Good knowledge of content editing tools

◾Familiarity with translation software

◾ Time Management Skills

◾Research & Analytical skills

◾Communication skills

◾Problem-Solving Skills

◾Ability to work on a high level of accuracy

◾Note-Taking Skills

◾ MS-Office (Word, Excel and PowerPoint) and Internet Applications

**ACADEMIC CREDENTIALS**

**2002: Bachelor of Science (Information Technology);** Manipal Academy of Higher Education

**PERSONAL DOSSIER**

**Date of Birth:** 12th February, 1982

**Languages Known:** English, Hindi, and Assamese

**Address:** 1806, Tower B, Runwal Elegante, Lokhandwala complex, Andheri (w), Mumbai, Maharashtra – 400058 (India)

**BACHINT KAUR**

**INTERPRETER and TRANSLATOR**

**EXECUTIVE SYNOPSIS**

* Acting as an Interpreter between a wide range of people with diverse voices, accents, speaking tempos and personalities.
* Excellent translation and proofreading skills with the ability to identify grammar, spelling and punctuation errors.
* Language Pairs:
  + English to Hindi and Assamese (Interpretation)
  + English to Assamese (Translation and Review)
  + Hindi to English and Assamese (Interpretation)
  + Hindi to English and Assamese (Back Translation)
* Convert dialogue and convey the intent of the original speaker, understanding that many idioms and slang terms do not translate exactly between languages.
* Provide oral interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.
* Assist the company with written and oral communication as needed.
* Provide clients with clear and exact translations of written materials, and interpretations of verbal communication.
* Provide interpretations of questions, answers, statements, arguments, explanations and other forms of verbal communication.
* Impart thought, purpose, emotions and tone of speakers from source language into target language.
* Comply with applicable ethics and standards.

**CAREER GLIMPSES**

**Interpretation: 2019-Present**

* Worked as remote interpreter for various companies via Zoom calls and videos in Hindi.
* Worked as simultaneous interpreter in North-East fashion festival for non-Assamese speaking artists who came from different parts of North-East.
* Worked as simultaneous interpreter in Assamese and Hindi both for various corporate meetings held in Guwahati and other parts of North-East.
* Currently working as remote and simultaneous community interpreter.

**Freelance Assamese translator and Reviewer 2014 - Present**

* Translate content within documents, web pages, and software.
* Maintain translation database by using translation management software.
* Provide quality assurance for the translation process.
* Work with a wide range of media and translation software.
* Resolve issues associated with translation, localization, and culture.
* Implement feedback and changes whenever possible.
* Provide feedback on writing style, grammar, or content accuracy.
* Ensure all content is compliant with industry standards and best practices.
* Evaluate the appropriateness of images and other multimedia elements in the piece.
* Suggest changes to the content to make it more effective or appealing to readers.
* Identify styles and formats that might be appropriate for different types of content.

STRENGTHS:

1. Strong hold on Assamese, Hindi and English languages
2. Spontaneity
3. Ability to work on on-site project
4. Ability to pursue and learn new things with respect to translation
5. Inclination to lead the team to give a consolidated output to the client
6. Ability to adapt to the subject specific terminology

DAILY OUTPUT:

1000-3000 (If working from home)

2000-5000 (Depends on the content while onsite)

**Institute of Banking Personnel Selection; Mumbai 2020 - Present**

**Freelance Translator and Reviewer - Banking Exam Projects**

**Lyric Lab; Mumbai 2018 – 2019**

**Freelance Translator and Reviewer - Railway Exam Projects**

**Client: Tata Consultancy Services**

**Schoolnet India Ltd; Mumbai Apr’2019 – Mar’2021**

**Jun’2016-August’2016**

**Jun’2014 – Aug’2015**

**Academic Validator**

* Responsibility of content review and validation for school students.
* Responsible for managing the overall quality (with excellence) of the particular subject.
* Accompany the academic manager in setting and advancing the academic strategy across the ongoing projects.
* Engage effectively with teammates to monitor and enhance collaborative delivery and safeguard the quality of learning content.
* Validating multimedia content which covers correcting textual errors, punctuation and grammar and rectifying technical errors.
* Over the last 5 years, I've been associated with a project called 'K class', which provides e-content for students from classes 1 to 12. It is a technology-led solution for group learning that helps teachers create rich learning environments to make learning more interactive and stimulating for students.

Hobbies and Interests

Home decor

Feng Shui

Solving puzzle

Travelling

Reading

Music and movies

**I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.**

**Place: Mumbai Signature**

**Date: 26.12.2022 B.Kaur**