

PROFESSIONAL EXPERIENCE & EXPERTISE

- Nearly **25 years experience in two-way Hindi – English Translation**, with Vijaya Bank, a premier public sector bank. **Freelance Translator since nearly 5 years.**
- **Specialization** in translation works of **Financial Sector** including foreign exchange, IT, Credit, legal, and HR.
- **Since Five years** working as a **Freelancer with additional language combination of English – Kannada two way translation since KANNADA happens to be my mother tongue and studied through Kannada medium at school level.**

EDUCATION**Academic**

- **M.A.** (Hindi) from Mysore University, Karnataka, India
- **B.B.M.** (Bachelor of Business Management) from Mysore University, Karnataka, India

Professional

- **Translation Training Course** from Central Translation Bureau, Govt. of India
- **Certificate Course** in Microsoft Office
- **Knowledge** of Multilingual Software like; Akruti, Leap Office, Shree-lipi
- **Knowledge** of English and Hindi Typing at professional speeds with ability of **direct translation on the system**
- **Software Owned: MS Office 2010 Language Pack, Akruti Vistar 2010, Shreelipi 7.1, Leap Office 2007**
- **CAT TOOLS: SDL TRADOS STUDIO 2011 SP2 UPDATE & ACROSS SP1_H**

WORK HISTORY

- Worked as **Hindi Translator** with Vijaya Bank, a major public sector with pan India presence, from 1983 to 2007.
- Opted for voluntary retirement in December 2007 to branch out as a freelancer

Some Earlier Projects:

- Translation of **website content**.
- Translation of **operational manuals and policy guidelines** on Credit Management, Foreign Exchange, Risk Management, HR, audit, inspection, Information Technology, deposits, etc.
- Translations for House Magazine.
- Translation of **advertisement and publicity materials**.
- Translation of documents such as **Annual Report, involving Directors' Report and financial statements**, citizens' charter, mission statements, etc.

Some recent Projects:

- Regularly involved in translation of Employment news material, Human Resources material, advertising material of Central Govt and State Govt Undertakings, Banks and Financial Institutions.
- Translation of Manuals for a leading Public Sector Bank and an MNC engaged in Refinery and Petrochemicals.

PERSONAL DETAILS

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