

SABA SHUKLA

Expert Japanese > English Translator & Outsourcer

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TRANSLATION EXPERIENCE

Freelancing full time since 2009

Working fields: Medicine & pharmaceuticals (clinical trials, research papers, medical instruments, manuals, package inserts, protocols), automotive, optics, electrical engineering, mechanical engineering, energy & power, software, semiconductors & microprocessors (mainly specifications and manuals), general law, legal contracts, telecommunications, cosmetics, high-street fashion, retail product websites, and general material.

Feb 2006 to April 2009

KPIT Cummins Infosystems Ltd (Pune)

Working fields: Embedded software, microprocessors, and semiconductors. Also translated specifications and customer requirement documents for in-house projects related to car-audio systems and digital camera.

July 2005 to Feb 2006

Freelance

Working fields: Translated various software user manuals, legal documents, patents, software specifications, and other documents in the manufacturing, mechanical engineering subject areas.

January 2005 to June 2005
Zensar Technologies Ltd.

Working fields: Software string files, user's manuals, emails from clients, and other reference material sent by clients.

OTHER RELEVANT EMPLOYMENT

Medical transcriptionist at *eScribe India Pvt Ltd* (Now Bhilwara Scribe), Bhopal

Additional Information: Underwent a full-time rigorous 5-month training for medical transcription that included complete medical terminology, human anatomy, human diseases, pharmacology, surgical procedures, diagnostic procedures & treatment for each and every disease. The training also included lessons on English grammar and punctuation.

EDUCATION AND CREDENTIALS

- *M.A. Economics* from Barkatullah University, Bhopal, 2001.
- *B.Com* from Barkatullah University, Bhopal, 1999.
- Nikyu (level 2) Japanese Language Proficiency Test, December 2004.
- Advanced Diploma in Japanese Language, Indo Japanese Association Pune in the year 2004.
- Diploma in Japanese Language, Indo Japanese Association Pune in the year 2003.
- Proz.com Certified Professional Translator in Japanese > English Language Pair.
- Trained Medical Transcriptionist – eScribe India Pvt. Ltd.

AFFILIATIONS

- Corporate member of proz.com <http://www.proz.com/translator/1124756>
- Member of Japan Association of Translators (JAT)

SOFTWARE & COMPUTER SKILLS

- CAT Tools: Trados 2014
- Comfortable with MemoQ and OmegaT
- Microsoft office (Word, Excel, PowerPoint)