

# BIO-DATA

## SANTOSH KUMAR

FLAT NO. 3, 1<sup>ST</sup> FLOOR, ANURANG  
BUILDING, NEAR SAI MANDIR,  
ANANT NAGAR, PIMPLE GURAV,  
PUNE – 411061, INDIA

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to Challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### ACADEMIC QUALIFICATIONS:

**B.Sc. (Botany)**

### CONTACT NO.:

8411960616

### E-MAIL:

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### REASON FOR SENDING BIO-DATA:

Job works for Translation

### LANGUAGES FOR TRANSLATION:

- ✓ Hindi to English
- ✓ English to Hindi
- ✓ English to Bhojpuri
- ✓ Hindi to Bhojpuri
- ✓ Bhojpuri to English

### EXPERIENCE:

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

### DUTIES:

- ✓ Researching legal & technical phraseology to ensure the correct translation is used.
- ✓ Liaising with clients to discuss any unclear points.
- ✓ Translation of documents/letters English to Hindi, Bhojpuri.
- ✓ Reviewing and proofreading mother-tongue text.
- ✓ Working for a service Provider Company supporting the translation team with other projects when necessary.
- ✓ Retrieving articles from newspapers, magazines & the internet & translating them into Hindi & English
- ✓ Familiar with translation software tools.
- ✓ Able to fluently speak Hindi & Bhojpuri.
- ✓ Excellent communication and social skills.
- ✓ Able to work to tight deadlines.
- ✓ Highly skilled in Word, Excel and Microsoft Outlook.
- ✓ Willing to travel and able to work under pressure.
- ✓ Able to priorities work.

### KEY SKILLS AND COMPETENCIES:

**OUT PUT DAY OF TRANSLATION:** 1000 to 1500 words