**Abhay Patel**

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**Professional Summary**

Detail-oriented [English] to Gujarati Translator offering [3.5] years of experience. Demonstrated success in providing a vast range of translation services in different areas of work. Searching for challenging new position to apply expertise in legal, educational and technical areas.

**Skills**

* [English] to [Gujarati and Hindi] translation
* Document interpretation
* [English, Gujarati and Hindi] editing and proofreading
* MS Office expert
* Time and cost management
* Written communication
* Clear communicator of complex ideas
* Transcribing documents

**Work History**

1. **As a Translator in Healofy Main Office Bangalore, KA (April 2019 to Current)**
* Translated various types of documents from English to Gujarati.
1. **As a Freelancer Translator in DIRGHA Languages Vadodara, GJ( Jan 2019 to till date)**
* Provides translation services (English to Gujarati, Hindi) and (Gujarati, Hindi to English) on a regular basis
* Reviewed final works to spot and correct errors in punctuation, grammar and translation.
* Build long lasting relationships with clients by providing an excellent customer service
* Respect deadlines as set by the client and the requirements for each task
1. **As a freelancer translator (Dec 2015 to till date)**
* Translated several types of documents ie. PDF, image, docx, XLS etc. Can perform triangulate from English to Gujarati and Hindi and also vice-versa.
* Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
* I always gives the manual translations with perfections of sentence making and proper punctuation and grammar.
* Maintained knowledge of developments in English and Hindi language to effectively review and update existing translations to conform to contemporary trends in communication.
* Working currently on various type of legal documents (agreements, letters, legal documents of judicial cases), educational, medical and sort of technical translations.
1. **As a Data entry Specialist ( Sept 2016 to Aug 2018)**
* Performed more than [12] hourly actions daily while maintaining 0% error rate.
* Organized, sorted and checked all input data against original documents.
* Corrected any data entry error to prevent later issues such as duplication or data degradation.
* Completed data entry tasks with accuracy and efficiency.

**Education Details**

* Completed SSC from St. Xavier’s High School , Jamnagar in 2003
* Completed HSC from The Sun Shine School, Jamnagar, GJ in 2005
* Completed B.E.(E&TC) from R. C. Patel Institute of Technology Shirpur, MH in 2009
* Passed CCNA in 2011

**Additional Information**

* Applied language skills such as grammar, syntax, semantics, style and appropriate terminology.
* Translated and transcribed research in both English, Gujarati and Hindi for medical and educational fields.
* Translation materials include: educational, youth sports, legal, construction contracts, state government, judicial petitions and cases.
* Because I possess the unique ability to predict a customer's needs I believe that I would be a great asset to your team of translators.
* With my years of translation experience and my proven academic abilities I believe I have a lot to offer your company.
* I am available to talk about the position at any time and hope you will get in touch soon.