

**CURRICULUM-VITAE:  
Translation and Proof reading**

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**OBJECTIVE:**

To serve the organization vigorously with gained knowledge, skills & experiences and to be a part of a growing organization, that provides fosters learning environment so that I can sharpen my skills more and effectively contribute to the organization aspirations.

**EDUCATIONAL/ ACADMIC QUALIFICATION:**

- i) Graduation from P.U. Chd.
- ii) LL.B from Dr. B.R. Ambedkar University,
- iii) Computer Diploma in Computer Application & Programming.
- iv) Two years Diploma in Electrical Engineering

**PROFESSIONAL PROFILE:**

- Having more than 5 years experience in the field of translation, editing and proof-reading for wide range of Indian and foreign companies. Being practicing as lawyer at High Court, Chandigarh, expert in drafting of various legal & general documents such as conveyances & deeds etc. and expert in legal translation also. Good command over English, Punjabi, and Hindi languages.
- Capable of creating industry acceptable new Punjabi words to deal with newly coined English terms
- Motivated and enthusiastic about developing web pages in Punjabi using HTML and DHTML and other Web technologies
- Capable of providing translated documents using True Type Fonts and Unicode Fonts in .DOC, .PDF or .RTF Format with the capacity of 3500-4000 words per day (subject to availability). Available infrastructure includes Pentium P-IV computers with all the required softwares, scanner, laser printer and fax etc.
- Capable of providing translation services using a wide range of softwares: MS Access, MS Excel, MS Power Point, MS Word, Adobe Reader 7.0, Adobe Acrobat Reader Professional and many more Unicode compatible softwares.

**LANGUAGE PAIRS:**

English > Punjabi	English > Hindi
Punjabi > English	Punjabi > Hindi
Hindi > English	Hindi > English

**EXPERTISE FIELDS:**

Legal, Insurance, Accountancy, Health, Medical; Clinical Trials, Social Science, Child & Women welfare, Agriculture, Transport, Environment

**FEW OF MY PRESTIGIOUS CLIENTS:**

Language Fusion from USA, Central Translation Ltd. and Lingo 24 from UK  
Adith Multilingual, Legos India, Crystal Hues & Emerze from India

**PERSONAL INFORMATION:**

Father's Name	S. Mehar Singh
Date of Birth	24 <sup>th</sup> May, 1977
Gender	Male
Nationality	Indian

**LEISURE PURSUITS:**

Reading Newspaper, Listening Music & Driving.

**CURRENT RATES/CHARGES FOR TRANSLATION & TRANSCRIPTION:**

\$0.10 (USD) @ per source Word, Minimum \$20 (USD) for single document having less than 200 words and \$0.05 (USD) per source word for proofreading, after deducting taxes, if any