**AMIT KUMAR SINGH**

**Professional English <> Hindi Translator**

 **Translation, proofreading, localization, subtitling, e-learning**

**Personal information**

* **Nationality:** Indian
* **Residence:** A – 1, Akash Residency, chelikere main road, Kalyan Nagar Post - 560043
* **DOB:** October 14’1979
* **E- mail:** funkie200@yahoo.com
* **Phone number:** 011-91-9164950859

**Academics**

* **B.Com.,** Delhi University, 2001

**professional experience / details**

* ***Present: English and Hindi tutor, freelance translator Emglish <>Hindi***

Working on project base with different companies, translating documents from different areas. Such as the following:. Education, websites, certificates, correspondence, IT, hardware and software, electronics etc.

I also work as translator -volunteer with several sites.

* **Experience in translation and proof-reading (review) – 3 years**
* **Capacity**: 3,000 words / day for translation

 6,000 words / day for proofreading

* **Rates**: 0.06 EUR/ SOURCE WORD FOR TRANSLATION

 0.4 EUR/ SOURCE WORD PROOFREADING

* **Languages known:** Hindi – Mother Tongue

 English – Advanced

* **Internet: B**roadband

**skills and abilities**

* **Communication**: Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
* **Interpersonal Skills**: Able to get along well with co-workers and accept supervision.
* **Flexible**: Willing to try new things and am interested in improving efficiency on assigned tasks.
* **Attention to Detail**: Concerned with quality. I produce work that is orderly and attractive. I ensure tasks are completed correctly and on time.
* **Hard-working**: Throughout high school, worked long hours while attending school full-time.
* **Reliable**