**Amrita Anand**

 amritajha984@gmail.com

Mansarovar, Jaipur -302020

**PERSONAL STATEMENT**

Passionate multilingual translator and content writer with 5 years’ experience in English-Maithili and English-Hindi translations. Successfully translated over 500 complete projects, ranging from documents to entire websites. Looking to improve translation further skills by becoming the head translator at reputed Corporation.

I can read even the most complex instructions and return an as user-friendly or detailed read as the client requires. I carefully examine my work for errors, making an editor and proofreader job easier and streamlining your process.

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| **Qualification** | **Year** | **University** | **Percentage** |
| **MBA (Finance & Marketing)** | 2010 | RTU | 74% |
| **Creative Writing** | 2019 | IGNOU | Certification course |
| **SEO writing** | 2019 | Udemy | Certification course |
| **DOAEC (Computer)** | 2014 | RTU | 60% |
| **B.A (H)****Sociology** | 2005 | LNMU | 62% |
| **(ISC) PCMB** | 2001 | BECB | 76% |

**Industrial training**

**Ashok Leyand , Alwar**

**( 2009-10 )**

* Value Added Analysis
* Drafting policies and SOP for organization.
* Drafting Law enforceable contract for clients.
* Preparing financial report.

**Grant Writer**

**ERUM, Delhi**

( 2014 – 2015 )

**Responsibilities:**

* Drafting Grant Letter for various Donors mainly Ford Foundation and EU.
* Preparing project reports for various projects commenced by CBGA.
* Maintaining accounts and preparing quarterly and annual financial reports.

**Freelance Writer & Content Manager**

**2016– 2021**

**Clients : Contneto , Worldleads Pvt Ltd, Kumpeny, Appen , A2Z Pvt Ltd, Pepper , Lonely Planet, Sahitya Academy, Goseeko Pvt Ltd, News 18 (Hindi).**

**Responsibilities:**

* Conducted online research on specific topics and developed story concepts.
* Planned and composed creative and appealing content for organizational websites.
* Authored and provided educational essays, academic papers, research projects, and assignments.
* Drafted and submitted all manuscripts for various research journals, as requested.
* Checked and revised content to meet requirements of institutions and clients.
* Prepared and presented style guides and other documents, as needed**.**

**Translation projects**

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| **Project** | **Language Pair** | **Details** |
| **Korean Novel Translation** | **English - Hindi** | Translation of various Korean, Chinese and Japanese language Novels into Hindi for Kindle Upload. |
| **Sahithya Academy Hindi content writing work** | **Hindi content writing** |  various topics regarding Astrology, fashion, Social issues etc. |
| **Academy Translation** | **Maithili – English** | Translation of Maithili literature books into English and Hindi. |
| **Freelance translation** | English - Maithili | Translation of various articles and stories from English to Maithili. |
| **Academic Research work** | **Math’s- science** | Prepared MCQ and did various research papers on related topics. |
| **Other** | **Hindi Content** | Jyotish and Hindi short story writing.  |

**Freelance Translator (English-Maithili) (**January 2017- present)

* Performed various translation and interpretation duties from English into Maithili, including written texts, localization, internationalization, audio files, and live speaking presentations.
* Editing and proofreading of translated work
* Translated text projects, including legal documents, website content, news articles, and corporate reports.
* I have written sample paper for NET exam preparation in Maithili language, apart from this I have also written PhD thesis for Mithila university's students.

**Refrences**

1. SANJEEV KUMAR JHA – ASST. SALES MANAGER – TERUMO BCT- 9530097063
2. SUCHI  KAPOOR – CEO –PRIVERTZ  PVT. LTD -9819664883
3. SHABAD – AND MUCH MORE SOLUTION - 8587000485

**PERSONAL INTERESTS**

Internet surfing | Documentary movies | Reading | current affairs | Cooking

**PERSONAL INFORMATION**

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