

# Bijaya Kumar Sahu



## Freelance Translator

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📅 1962 September 09

🇮🇳 Indian

♂ Male

💍 Married

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## Profile

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A motivated, task-oriented, and efficient freelance translator who graduated from Utkal University, Bhubaneswar, and has been doing freelance translation work for the last **5+ years**, including **English<>Oriya, English<>Hindi, and Hindi<>Oriya** translation, as well as typing (Oriya and English) jobs, data entry, and other duties. I have extensive experience translating from English to Oriya and Hindi. My native language is Oriya, and Hindi is my second native language. I have performed several translations, proofreading, and editing works on various domains like **General, Literature, Digital Marketing, Medical, technical, marketing, mechanical, Legal, Advertising, Astrological, Life Sciences, Financial, App.**, etc.

Besides the above freelancing work of translation, I am also working as a freelance Content Writer. Recently, I published an article on [www.maiyro.com](http://www.maiyro.com) titled "**The 8 Best Natural Remedies For Health After Age 50.**" To view this article the link is given here: <https://www.maiyro.com/posts/04khknqr>.

## Education

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1997 April – 1999 March	<b>Post Graduate Diploma in Personnel Management,</b> <i>National Institute of Personnel Management</i> This is my 2-year diploma course in Personnel Management, which has helped me carry out my duties and responsibilities perfectly during my entire career working in the hotel industry.	Kolkata, India
1991 April – 1994 March	<b>LL. B., Utkal University</b> I am a law graduate. I have studied various legal subjects in this course.	Bhubaneswar, India
1980 April – 1983 March	<b>Bachelor of Arts: Political Science, Utkal University</b> My subjects are the English language, the Oriya language, Political Science, and History. Besides other learning, translation was a part of my learning in this course.	Bhubaneswar, India

## Languages

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- English
- Hindi
- Oriya
- Bengali

## Skills

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- Ability to translate 2000 – 2500 words per day
- Ability to meet deadlines
- Competent in MS Office
- Verbal, Non-Verbal & Written Communication
- Excellent public relations and communication
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills
- Copy-writing & Copy-editing
- Committed to developing in translating field

## Professional Experience

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### Freelance Translator

*At present, I am doing translation work for some translation companies in India and other countries, like:*

- Ansh Intertrade Pvt. Ltd.
- One Hour Translation, USA
- WeLead Translations Inc., China,
- Somya Translators Pvt. Ltd., Delhi,
- Transoplanet, Assam,
- Gengo.com,
- SmartCat.ai (USA)
- SourceCode Translation Services Pvt. Ltd.,(Delhi),
- Word Publishing General Partnership, Mumbai,
- Mozhi Solution, Chennai,
- Translangways, India,
- Verbolabs, India,
- RWS Moravia, Argentina,
- JNPM Services Private Limited,
- Native Speaks UK,
- Jabin Multilanguage Solutions, New Delhi,
- FolioTs, Pondicherry,
- Ronykan, New Delhi, and many more.

## Organizations

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1989 July – 2011 June	<b>Hotel Nilachal Ashok, P.A. to Manager WITH ADDITIONAL CHARGE OF Acting Asstt. Manager (Personnel &amp; Admin.)</b> <ul style="list-style-type: none"><li>• Assisting the General Manager, handling correspondences, taking dictation &amp; typing, maintenance of files, records, etc.</li><li>• Doing translation from English to Oriya languages or vice-versa of various Circulars, Office Orders, News, etc.</li><li>• Duties &amp; responsibilities include overall supervision of this department including deployment of Security Guards on an annual contract basis, managing Time Office, etc.</li></ul>	Puri, India
1988 December – 1989 June	<b>Hotel Nilachal Ashok, Trainee P.A. to Manager</b> <ul style="list-style-type: none"><li>• In this post my duties &amp; responsibilities are as follows:</li><li>• Assisting the General Manager, handling correspondences, taking dictation &amp; typing, maintenance of files, records, etc.</li></ul>	Puri, India
1987 June – 1988 December	<b>Hotel Nilachal Ashok, Clerk-cum-Typist</b> <p>Worked as a clerk-cum-Typist in Hotel Nilachal Ashok, Puri. Nature of duties : All types of clerical works, maintenance of files, records, typing, etc.</p>	Puri, India
2011 June – 2019 March	<b>Hotel Shakti International, General Manager (Human Resource-Administration.)</b> <ul style="list-style-type: none"><li>• Take necessary steps for the development and implementation of new policies.</li><li>• Take the leading role in payroll management, manpower planning, and recruitment. Training, promotion matters, Employee welfare, Annual appraisal, etc.</li><li>• Maintenance of all Records, etc</li><li>• Ensure timely compliance with various statutory and industrial legislations, like, P.F., ESI, Bonus, Gratuity, etc.</li><li>• Looking after Leave, Attendance, disbursement of salary, Time Office Management, etc.</li></ul>	Puri, India

## CAT tools

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I have also worked on the following translation tools:

- Prabandhak
- Smartling
- SmartCat
- Crowdin
- MemoQ
- Memsource
- Neotrans
- TransForm V3
- Localize (Stripe)