**Around 6 years of experience in translation, data entry, transcription related work:**

* We handle the following services:
  + Translation
  + Proof Reading
  + Data Entry / Form Filling
  + Voice Over
  + Transcription
  + Subtitling
  + Content Writing
  + DTP
* Hands on experience in various Indian languages such as Tamil, Malayalam, Telugu, Hindi, Kannada, Sanskrit and foreign languages such as such as French, German, Japanese, Chinese, etc.
* Worked in various areas such as:
  + Health Care
  + Medicines, Medical Equipment and Pharmacy
  + Business
  + Art and Architecture
  + Finance
  + Computers & IT (Hardware & Software)
  + Mobile
  + Tourism
  + Relationships & Culture
  + Law and Regulations, Legal
  + History
  + Journalism
  + Travel
  + Textiles
  + Entertainment & Cinemas
  + Education (Academics)
  + Spiritual

# Language skill set

|  |  |
| --- | --- |
| Indian Languages - Tamil, Hindi, Malayalam, Telugu, Kannada, Sanskrit | Native language speakers proficient in their mother tongue and hands on experience in translation. |
| Japanese | • N2 (Vocabulary: A grade; Grammar: B grade) in Japanese Language Proficiency Test (JLPT) 2010  • Translation and transcription of documents from Japanese - English and English – Japanese  • Proofreading and reviewing Japanese documents  • Retyping in Japanese |
| Chinese | • Level 3 in Chinese Proficiency Examination HSK 2013  • Intermediate Level Certificate course (Level 1) and Beginner Level Certificate course (Level 3) in Mandarin Chinese Language from Imandarin institute of Chinese learning, Shanghai, China  • Translation and transcription of documents from Chinese - English  • Proofreading and reviewing Chinese documents  • Retyping in Chinese |
| German | • Completed Level B1 in Goethe Institute |

**Language Pair Details**

|  |  |
| --- | --- |
| Source Language | Target Language |
| English | Tamil |
| English | Hindi |
| English | Malayalam |
| English | Telugu |
| English | Kannada |
| English | Sanskrit |
| German | English |
| Japanese | English |
| Chinese | English |
| Tamil | English |
| Hindi | English |
| Malayalam | English |
| Telugu | English |
| Kannada | English |
| Sanskrit | English |

**Clients & References:**

* Greynium Private Limited, Bangalore.
* Muthoot Finance
* Various other agencies and organisations.