**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.