



# Ginni Kumari

📍 Udaipur, India 313001

☎ +91-7357754626

✉ ginnikumari27@gmail.com

---

## Professional Summary

Highly versatile professional with a diverse skill set encompassing transcription, web rating, data analysis, voice recording, proofreading, and translation. With years of experience in these fields, I bring a strong attention to detail, exceptional communication skills, and a commitment to delivering accurate and high-quality work. My expertise in transcription ensures the precise conversion of audio and video content into written format, while my experience as a web rater enables me to evaluate and rate search engine results with precision. As a data analyst, I possess strong analytical abilities to derive valuable insights from complex datasets. I have a keen ear for audio quality and expertise in voice recording techniques. With my sharp proofreading skills, I am able to meticulously review written content and ensure grammatical accuracy and clarity. Additionally, my fluency in multiple languages empowers me to provide accurate and culturally sensitive translations. Overall, I am a dedicated professional who thrives in fast-paced environments, meeting deadlines, and delivering exceptional results across various disciplines.

---

## Experience

### Translator, 07/2022-Current

#### Freelancer, Udaipur

- Fluency in English and Hindi with strong written and verbal communication skills.
- Ability to accurately translate written documents from English to Hindi and vice versa.
- Familiarity with cultural nuances and idiomatic expressions.
- Attention to detail to maintain the tone, style, and meaning of the original text.

---

### Web Rater, 07/2022-Current

#### Renowned Companies, Udaipur

- Evaluated and rated search engine results based on predefined guidelines.
- Reported any issues or inconsistencies in search results or web content.
- Provided feedback and suggestions for improving the quality of search engine algorithms.
- Met productivity and quality targets while adhering to project guidelines.

---

### Proofreader, 09/2021-Current

#### Freelancer, Udaipur

- Reviewed written content for grammar, punctuation, and spelling errors.
- Ensured consistency in style, formatting, and tone.
- Provided feedback and suggested revisions to improve clarity.
- Proofed document details, reviewing for correct page numbers, headings and captions.
- Checked corrected document proofs against mark-up for comparison and quality assurance.
- Ability to adhere to style guides and ensure consistency in written materials.

---

### Voice recorder, 01/2020-Current

#### Freelancer, Udaipur

- Proficient in using voice recording equipment and software.
- Ability to capture high-quality audio recordings with clarity.
- Familiarity with microphone techniques and settings for optimal sound recording.

---

### Transcriptionist, 01/2019-Current

#### Freelancer, Udaipur

- Transcribed audio and video recordings, including interviews, meetings, conference calls, and dictations.
- Listened to recordings carefully, ensuring accurate understanding of content and context.
- Typed transcripts while adhering to formatting guidelines, ensuring proper punctuation, grammar, and spelling.
- Conducted research, when necessary, to verify names, terms, and technical jargon for accurate transcription.
- Maintained confidentiality and integrity of sensitive information throughout the transcription process.
- Collaborated with clients and team members to clarify unclear or inaudible portions of recordings.
- Completed assigned transcription tasks within established deadlines.
- Transcribing for closed captioning mainly for the Hindi and English language.

---

### Customer Support Executive, 01/2019-01/2020

#### Alphanity, Udaipur

- Answered incoming phone calls with professionalism and warmth.
- Provided exceptionally high levels of customer service via live chat, email, phone and social media.
- Maintained excellent customer satisfaction by assisting and helping them with any questions, stock queries and complaints.

---

### Day Trade Analyst, 01/2018-01/2019

#### Freelancer, Udaipur

- Interpreted data affecting price, yield, stability and future trends for accurate risk assessment.
- Negotiated and secured lucrative deals on behalf of clients.

---

**Senior Technician, 02/2015-01/2018****Tech Support and 5 Splash, Udaipur**

- Reviewed completed work to verify accuracy and address discrepancies.
  - Read and translated test results to improve quality and standards.
- 

**Online Support Engineer, 01/2014-01/2015**

- Worked with "CYBIZZ" (KPO Company) as Floor In charge
- 

## Core Qualification

- Operating Systems: Windows 98, XP, 2000, Vista, Windows 7/8/10.
  - Good knowledge of Computer
  - Conversant with Internet, MS Office.
  - Excellent typing speed and accuracy, averaging 60 words per minute.
  - Proficient in using transcription software and tools.
  - Excellent time management skills to prioritize tasks and manage multiple transcription projects simultaneously.
  - Proficient in using voice recording equipment and software.
  - Excellent command of grammar, punctuation, and spelling.
  - Strong written and verbal communication skills in both languages.
  - Familiarity with web evaluation guidelines and rating methodologies.
- 

## Education

**Pacific University, 2011****B.B.M. (Bachelor of Business Management)**

---

**C.B.S.E. Board, Bokaro Steel City, JH 2008****65% marks**

---

**C.B.S.E. Board, Bokaro Steel City, JH 2006****83% marks**

---

**Interests**Music, Outing With Friends, Surfing Net & Reading books.

---

**Additional Information**

Data Mining, User Maintenance, Internet Search, Product Research, Market Research, Survey Analyst, & Software Research & Data Cleansing. Gathering data from websites. Searching the web, creating lists of target websites, and then collecting information from these sites. Company Specific Research & Common Forms Filling, Collect and analyze user behavior via both qualitative and quantitative research methods. Interested in All the Facets of Technology and Computers research methods Etc. A customer oriented and excellent communicator possesses 3+ experience as a Customer Support Executive. Excellent communication skills in written and verbal both.

---

## Languages

**Hindi**Self-assessment | C2**English**Self-assessment | C1