Kamaljit Kaur

H.no- 5590/33, street no 4, Gobind Nagar, New Shimlapuri. Ludhiana

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Email: jitkamaljit83@gmail.com

**Freelance Professional Linguist, Translator, Proofreader, Typist**

**Source language: English, Hindi, Punjabi**

**Native language: Hindi, Punjabi**

**Language Pairs:**

Hindi - Punjabi

Punjabi - Hindi

English - Hindi

English - Punjabi

 **I can type in Hindi, Punjani as well as English**

 ***(I do paid translation sample not free)***

I am working as a professional proofreader and typist of Punjabi & Hindi since 2009. From 2014 to till now I have translated more than 20 lacs words in areas as diverse as theoretical, objective type question papers, Patent, Business, Press releases and advertisements.

Now I concentrate on translations in IT, Economy, Legal text etc.

Learning and mastering the style, nuances and vocabulary of new fields is my passion. Experience of translating literary and mastering the style, nuances and vocabulory of new fields is my passion. Experience of translating literary and academic books has honed my writing skills in Punjabi and translating news copy of agencies.

**Specialization**

Product manuals as Pesticides, Automobiles, Dish tv, Text books in vocational and Engineering fields.

**Work experience:** Working professionally as a freelance from 2009 till today.

**Translation:**

Journalism: Translation from English to Punjabi. Over 9,00000 words of news reports, features, press releases and articles and the words count increasing day by day.

\* Translation from English to Hindi. Over 50,0000 words of facts finding report, press releases and articles.

Theoretical: Translation of 20 theoretical books, More than 20,00000 words translated from Hindi to Punjabi/Hindi to Punjabi.

**Business and Finance:**

Press release

**Technology:**

\* Question papers of skill development program of Govt.

\* Translated Housing related documents.

\* Translation of more than 2500 advertisements for Punjabi newspaper.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Subjects | Year | Institution |
| M.A.  | Punjabi | passed in 2008 | Panjab University |
| 3 yrs Diploma | Garment Manufacturing Tech. | 2003 | PSBTE & IT |

I do not have any formal degree in translation but I have worked for 10 years professionally for many agencies and organisations as a translator. It was the fine training in translation one can get around him as I learned from extremely experienced translators and some freelance clients also and learned to translate reports, features and articles on all sorts of subjects ranging from politics, business, law, international affairs, sports, science, religion, arts, education and so on. I am also working with editors and publishers of books for last 5 years, and an expert of social media, collaborating with some of the best minds in Punjabi & in Hindi.

**Computer:**

*Hardware:* Desktop computer, 250 GB Hard disk, 4 GB RAM, DVD Writer, Laser Printer, Scanner. 1 Laptop with similar configuration. Speakers, Headset, Microphone.

*Software:* Windows 7 & XP, MS Office 2007, PageMaker 7, English, Hindi and Punjabi fonts, Unicode fonts.

One fixed line broadband internet connection.

References can be provided on request.

(Kamaljit Kaur)