**KAVITA**

**Freelance Hindi Translator/Reviewer**

**MOB**: **7837144629**

**EMAIL:kavitakhurana1989@gmail.com**

**EXPERIENCE**

**Title Mehram Publications**

2011 - 2016

NABHA PUNJAB

MEHARAM PUBLICATIONS PVT.LTD. IS A LEADING PUBLISHING HOUSE WHICH PUBLISHES FOUR MAGAZINES(TWO MONTHLY, TWO FORTNIGHTLY) AND FIVE ANNUAL CALENDARS WITH SUBSCRIPTION BASE OF 1,00,000 IN INDIA AND OVERSEAS.

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WORKED AS A HINDI TRANSLATOR/REVIEWER IN MEHRAM PUBLICATIONS FOR SIX YEARS WHERE IN MY RESPONSIBILITY WAS TO DO TRANSLATION AND REVIEW OF ADVERTISEMENTS,BOOKS, AGRICULTURE NEWS,GENERAL NEWS ETC.

**Title Press Infromation Bureau PIB**

**2016**-**2019**

Chandigarh

PIB IS A NODAL AGENCY OF THE GOVERNMENT OF INDIA.PIB DISSEMINATES INFORMATION TO PRINT, POLICIES,PROGRAMME INITIATIVES AND ACHIEVEMENTS.

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WORKED ON TRANSLATIONS OF MINISTRY BOOKS.

**Title** lyric labs

~ **2018-2019**

**Mumbai(Thane)**

Professional translation company since 2005,a growing network of Professional translators,subject matter experts for document and technical translation.

DID TRANSLTION AND REVIEW WORK FOR THE REQUIRED CONTENT.

**Title FREELANCER**

**2011 to till date**

AS A FREELANCE TRANSLATOR I AM APPROACHED BY MULTIPLE AGENCIES AND COMPANIES TO GET THEIR LITERATURE AND DOCUMENTS TRANSLATED INTO HINDI.

**EDUCATION**

MATRICULATION:-CENTRAL BOARD OF SCHOOL EDUCATION (2005)

**SENIOR SECONDARY:- PUNJAB SCHOOL EDUCATION BOARD 2007**

**B.SC (IT) FROM PUNJAB TECHNICAL UNIVERSITY IN 2011**

**ADDITIONAL TECHNICAL QUALIFICATION**: **SIX MONTHS DIPLOMA IN COMPUTER APPLICATIONS MS–OFFICE, NETWORKING, DATA ENTRY.**

**INDUSTRY EXPERTISE**

**EDUCATION, ADVERTISEMENT,INFORMATION TECHNOLOGY,AGRICULTURE,NEWS,MECHANICAL,BANKING, PAYMENT GATEWAY SYSTEMS, SOCIAL MEDIA, SPORTS AND ENTERTAINMENT.**

**SKILLS**

* **CAN TRANSLATE 1000 3000 WORDS DAILY**
* **ABILITY TO DO MORE THAN 3000 WORDS TRANSLATION FOR ONSITE PROJECT**
* **ABILITY TO LOCALIZE THE CONTENT FROM ENGLISH AND PUNJABI TO HINDI WITH MAXIMUM PROXIMAL ACCURACY WHILE CARRYING THE SENSE AND FLOW OF THE LANGUAGE.**
* **QUALITY OF BEING EXPLORATIVE AND RESEARCH MINDED**

**LANGUAGES**

**ENGLISH, HINDI, PUNJABI**

**MOTHER TONGUE: HINDI**