

# Manoj Singh

HINDI AND BHOJPURI LINGUIST

## contact

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## languages

ENGLISH (PROFESSIONAL)

HINDI (NATIVE)

BHOJPURI (NATIVE)

## Localization/ Editing

Translation/ localization  
/editing & transcription services  
in domains such as Medical,  
Legal, Financial, IT, Mobile Apps,  
Gaming, Education, E-learning,  
advertising, articles etc.

## Hardware & Software

Laptop: 8 GB RAM, i5  
Processor, MSO W10, with 1  
TB HDD

## Clients

Get Any Language  
Digital Content providers  
Lingual  
Cosmic Sounds  
The Linguistic Polyglot  
Global MS Society  
Direct clients  
Many more.....

## about me

Working as a freelancer in the field of Translation, Voice Narration, Proofreading/Review, Transcription, Content writing, and Editing last more than 3 years in the media and entertainment industry along with domains such as Medical, Legal, Financial, IT, Mobile Apps, Gaming, Education, E-learning, advertising, articles, etc. for domestic and overseas direct client and localization/translation agencies.

## education

### UNIVERSITY OF VBSP

*Bachelor of Arts, Major in Hindi & English (2007-2011)*

### UNIVERSITY OF CMJ

*MBA, Major in Management (2011-2013)*

## experience

### FREELANCE HINDI, BHOJPURI & ENGLISH

- English>< Hindi
- English><Bhojpuri
- Hindi><Bhojpuri
- Read the original documents and translate it
- Check correct concepts/meanings between languages
- Adapted translations to grade levels as instructed..
- Proofread and edit translated materials.
- Maintain the culture of the original languages in the target languages during the translation.
- English, Hindi and Bhojpuri Transcription from Audios or Videos.
- Write Hindi contents for Blogs, Social media and websites.

### HINDI VENDORS MANAGER

*Get Any Language*

- Keep the vendor database records up to date with the latest quality and performance scores.
- Relationship management with existing vendors.
- Analyze quality issues and determine further actions through Root Cause analysis.
- Produce quality reports visible to the Vendors and Production Team.