

MOHPREET SINGH

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CORE SKILLS

Document Translation
Translation Software Tools
Punctuation/Grammar
Proofreading
Quality management
Terminology/Linguistics
Article Translation

PROFILE

Experienced, knowledgeable and highly skilled Language Translator & Reviewer, with strong leadership and ability to translate the written documents from a source language to a target language, review and transcript various documents. Familiar with computer assisted translation software. Innovative and reliable individual with proven ability to achieve organizational goals while displaying effective multi-tasking and time management skills. Excellent interpersonal skills, able to interact with clients from various diverse and cultural backgrounds. Excellent written and verbal communication skills in English. Punjabi and Hindi.

Domain: General Marketing, IT, Financial, Medical & Healthcare, Technical and Legal, Educational

WORK EXPERIENCE

Freelance Translator – 2016 – Present

Translated various articles from English to Punjabi, ensuring the translations were accurate.
Used knowledge of cultural background to understand idiomatic meanings of specific expressions
Provided linguistic assistance and supports to clients.
Followed professional ethical guidelines to safeguard confidential information.
Translated projects included signs, posters, and flyers, Product Specification, Corporate Brochures etc.
Translated Vehicle specification content for Automobile.
Translated technical content for Automobile companies.
Translated Banking Documents like Fair Practice Code, Contracts, etc.
Compile information and terminology for use in translations, such as medical or legal translations.
Translated educational books content, Mobile Application, Localization, and Translated Bot Contents etc.

Academic Qualification

Master in Engineering: Mechanical Engineering
Specialization in Thermal Engineering
PEC University of Technology, Chandigarh

Professional Skills

Cultural Knowledge
Microsoft Office
Reading Skills
Writing Skills
Comprehension Skills

Interpersonal Skills

Accuracy
Communication Skills
Good Team Player
Multitasking
Time Management

CLIENTS

Twitter: Twitter UI Contents
PhonePe: Translated Bot U/I Strings
Volvo & Eicher: Technical content, Truck Driver Orientation sheets
Bajaj Automobile: Vehicle Specification
JSW Steel: Translated Product Brochures and Product Profiles for JSW Roofing Sheet Products
TransPerfect as a Freelance Translator
Lingual Consultancy as a Freelance Translator/Reviewer
MPL: Gaming content
Matrimony: Application U/I Contents
Finance: Translated Subtitles for videos.
EPFO: Brooches, Templates

Software & Tools

Expert in use of language software CAT tools like Trados studio, Memsource, XTM Cloud, Smart CAT, Mate CAT, ATMS CrowdIn, Smartling, etc.