Profile information

**Name: Archana**

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**Skype-Archana Katoch**

**Phone no- +91 8299118347**

**Language pair- English <> Hindi**

**Current work location: Noida, U.P**

Education & training

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|  | A | B | C | D | E |
| 1 | **Title of qualification awarded** | **Name of the organization** | **Country** | **Year of completion** | **Main subject(s) covered** |
| 2 | B.A Plus B.e.d  | C.S.J.MUniversity, Kanpur | India | 2009 | Economics, English Literature (Under govt recognized- CCS university) |
| 3 | M.A | C.S.J.MUniversity, Kanpur | India | 2011 | SociologyEnglish Literature (Under govt recognized- CSJM university) |

Work Experience- From 2008 till now

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|  | A | B | C | D | E |
| 1 | **Employer** | **City, country** | **Position held** | **From (MM/YY)** | **To (MM/YY)** |
| 2 | Freelance | Noida, U.P India | Translator, Editing, Proofreader | Sep 2011 | March 2015 |
| 3 | **Main activities****and responsibilities** | Translation, Editing and proof reading for the following domains: Medical,Healthcare, IT, Technology, Marketing, Legal, General entertainment, subtitling, astrology, E-learning, Advertising and Automobile. Proficient in Subtitle creation and voiceover. Worked on 50 plus series and many documentaries till now. |
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| 4 | **Employer** | **City, country** | **Position held** | **From (MM/YY)** | **To (MM/YY)** |
| 5 | Freelance | Gurgaon, India | Senior Linguistand Quality Analyst (Hindi) | March 2015 | Till date |
| 6 | **Main activities and responsibilities** | Translator, Editor and QA for all the domains.* Translating the court judgement copies and documents (Approx. 2 lac words)
* Mobile Phone GUIs and user manuals
* Online content translations, medical, legal and business papers
* Operating System/multiple program Software Localization
* Mobile phone GUIs and user manuals
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|  |  | * Translate and review monthly magazine “Mother and Baby”.
* Clinical research papers
* Clinical Trial manuals, worksheets, Interactive Voice Response Systems
* Medical documents/correspondence/manuals
* Researched questions and concerns from providers and provided detailed responses.
* Electronic medical diary manuals and GUIs, personal GPS manuals.
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Translation/review/LQA experiences

Specific experience

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|  | A | B | C | D | E |
| 1 | **Content Type/project type** | **Level of expertise (Basic, intermediate,****expert)** | **Client name** | **Product/Project name** | **Role (translation, review, QA)** |
| 2 | Marketing | Expert | NA | * Mobile Phone GUIs and user manuals
* Online content translations, medical,

legal and business papers* Operating System/multiple program

Software Localization* Mobile phone GUIs and user manuals
* Telecommunications materials (print

and web-based) | Translation, Review |
| 3 | SEO tasks | Expert | *NA* | Social media, Websites, and many Research organizations | Translation |
| 4 | IT translation | Expert | *NA* | * Translated marketing materials for

telecommunication applications.* Translated and proofread marketing

materials for several banks.* Translated and proofread Marketing

research and manuals for companies.* Translated and proofread websites for marketing of renowned socializing sites.
* Translated advertising content for

various games* Translated and proofread technical

manuals for Automobiles.* Translated technical documents on

mobile communication. | Translation, Review and QA |

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|  |  |  |  | * Translated technical manuals for

various websites. |  |
| 5 | Medical and Life sciences | Expert | *NA* | * Translate and review monthly

magazine “Mother and Baby”.* Clinical research papers
* Clinical Trial manuals, worksheets, Interactive Voice Response Systems
* Medical documents/correspondence/manuals
* Researched questions and concerns from providers and provided detailed responses.
* Electronic medical diary manuals and GUIs, personal GPS manuals
* Childhood Cancer, Ulcerative Colitis, Magnolia Study Project, Liver Fibrosis. MIRNA Study on Fatty Liver, Diabetes and Endocrinology, MED Project on Household Medicine Disposals, COVID-19 WHO’s Project.
* Predicting Cardiovascular Diseases, Thyroid, Viral Infections etc. (For SDL, Moravia, New York Health Department etc.).
 | Translation, Review and QA |

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| 6 | Agriculture | Expert | *NA* | * Translation and review of Farm Machinery and Equipment related content translation and review.
* Soil Science related content translation and review.
* Crop Science related content translation and review.
* Agrichemical related content translation and review.
* Irrigation and Drainage related translation and review.
* Agricultural Biotechnology related content translation and review.
* Genetically Modified (GM) Crops related content translation and review
* Fertilizer related content translation and review.
* Forestry related content translation and review.
* Farm Robotics related content translation and review.
* Remote Sensing related content translation and review.
* Pesticides and Chemicals related translation and review.
* Modern agriculture machinery and equipment related content translation and review.
 | Translation, Review and QA |

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| 6 | Legal | Expert | *NA* | * Drafting and Translation of Applications.
* Appeals under Statutory bodies and Tribunals, Commissions.
* Drafting and Translation of Plaints, agreements, settlements, Recovery suits, written statements, writs, counter affidavits, rejoinders, appeals, contempt petitions.
* Counter claims ,Interlocutory applications, miscellaneous applications, affidavits.
* notice ,Review, Revision and Restoration ,Drafting of Complaints, settlements, suits,
* Counter affidavits, appeals, and contempt petitions, claims, Demand notice.
* Contracts, Agreements, Tender contracts / invitations /offers.
* SC, High Court, Lower Court Documents, Affidavits, Lawsuit documents.
* Customs documentation
* Business correspondence, Annual reports.
* Papers related to banking, insurance, finance, taxation.
* Reports, Minutes of a meeting, agendas.
* Govt. Public documents
* Police reports, FIR.
* All certificates including Marriage certificate, divorce certificates, birth certificates, death certificates, Academic degrees, diplomas, course certificates.
* Custom documents.

  | Translation, Review and QA |

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| 7 | Sports  | Expert | *NA* | * Gaming – Action
* Gaming - Casual&Social
* Gaming - Fighting/Wrestling
* Gaming - Machine Translation Post-editing
* Audio scripts - Gaming (for recording)
* Gaming - Sports – Others
* Gaming - Comedy/Humour
* Cricket, Football and other sports content translations.
* Gym and fitness related Equipment Translation
 | Translation, Review and QA |