Profile information

**Name: Archana**

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**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.M  University, Kanpur | India | 2009 | Economics, English Literature (Under govt recognized- CCS university) |
| 3 | M.A | C.S.J.M  University, Kanpur | India | 2011 | Sociology  English 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 Linguist  and 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. |

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 |