**Pooja Kadian**

***Translator (English-Hindi & Hindi-English)***

**PERSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language.A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**WORK EXPERIENCE**

*Full time Graphic designer (july 2015- Present) at PR Packaging pvt. Ltd.*

*Freelance Translator(june 2015– Present)*

***Duties:***

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Conducting face-to-face interpreting.
* Working as a translator for ***Medical, Agriculture, IT, Mobile Apps, books, Law firms, charities and local councils***.

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation CAT tools such **as Microsoft’s Loc studio, Microsoft’s Leaf, Microsoft Helium, Phoenix, OmegaT, Wordpro,** etc.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Illustrator, Indesign, Corel Draw, Photoshop, Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to priorities work.

**ACADEMIC QUALIFICATION**

* B.tech in (printing,graphic & packaging ) from kuk university

**AREAS OF EXPERTISE**

Translating Legal Documents

Proof Reading

Interpreting

Terminology

Graphic Designing

**PERSONAL SKILLS**

Detail orientated

Well Organized

Friendly

**PERSONAL DETAILS**

***Pooja kadian****Sector 3 Faridabad*

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*DOB: 19 October 1993*

*Nationality: Indian*

*Language Known: Hindi , English & Panjabi*