**Prakrit Nepal**

**TRANSLATOR**

**Areas of Expertise**

Translating Documents(with various jargons as well)

Transcription

Proof Reading

Multi Lingual

**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(or individual client) that offers great opportunities for career development and progression.

**Work experience**

Editor-in-chief of a literary magazine(English and Nepali both) 'ORACLE' - Feebruary 2011- June 2011

Translator July 2012- Present

Working freelance for various translation agencies and individual clients and providing a translation and Transcription

service to clients when needed.

Involved in translating documents from English to Nepali and Vice versa. Also involved in transcripting audio documents in a certain language(English/Nepali) and translating to target language(Nepali/English).

**Duties:**

-Researching jargons 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 Nepali to English & vice versa.

-Excellent English speaking and writing skills.

**Competencies and key skills:**

Able to fluently speak and write in English and Nepali.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to prioritise work.

**Personal Details:**

**Prakrit Nepal**

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