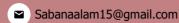
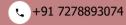
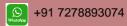
Sabana Alam

Freelance Translator

English To Bengali Hindi To Bengali









Kolkata, West Bengal, India

SUMMARY

Experienced translator/ interpreter, Excellent working knowledge using Microsoft Excel, Microsoft Word, Google Docx, Google Sheet, Good filing and organizational skills, Ability to take accurate phone messages and deliver messages promptly, Good customer-relations background.

AREAS OF EXPERTISE

Technical/Industry	Construction	Legal	Home Remedy	Logistic	Oil and Gas
Accountance	Medical	General	IT	Social	

EXPERIENCE

Freelance Translator

(June 2016 to Present)

Oil and Gas, Construction, Legal, Financial, Accountant, Technical, IT, Business areas, Medical Translation and proofreading.

- Contracts
- Reports
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets

EDUCATION

GRADUATE (B.A)

PERSONAL ATTRIBUTES

- Punctual, always on time.
- Able to communicate in a clear, legible, objective and professional manner.
- Able to contribute effectively to a team effort.
- Able to work alone without supervision.
- Flexibility to do different tasks.
- Having enough stamina to keep going.

PRICING

- 0.10 USD/per word or Depends on Project
- 0.10 EUR/ per word or Depends on Project
- 0.10 GBP/ per word or Depends on Project
- 1.00 To 5.00 INR/ per word or Depends on Project

DECLARATION

I hereby affirm that all the information, stated above, is true to the best of my knowledge and belief.