




# Sabana Alam

Freelance Translator

English To Bengali  
Hindi To Bengali

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 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.
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## 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.