**SAKSHI GARG Translator/Interpreter/Typist**

[**sakshigarg038@gmail.com**](mailto:sakshigarg038@gmail.com)

**Language Pair- English-French-English**

**AREAS OF EXPERTISE**

*Translating documents*

*Proofreading*

*Interpreting*

*Terminology*

*Multi lingual*

*European languages*

*Life Sciences*

*Chemistry & Pharmacy*

*Medical*

*Questionnaires*

*IT*

*Software*

*Hardware*

*Localization*

*Humanities*

**PROFESSIONAL**

*CTF France*

*B1 level*

**PERSONAL SKILLS**

*Detail orientated*

*Well organised*

*Friendly*

**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**

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| **Year** | **Company** | **Job enrolled** |
| *2011-Present* | *Sri Sai translations*  *(India)* | *Freelance Translator* |
| *2011- Present* | *Marigold films Translations Pvt. Ltd*  *(India)* | *Freelance Translator* |
| *March 2013-September 2013* | *Exevo*  *(India)* | *International Market researcher (French)* |
| *December 2013- June 2014* | *Always on vacation*  *(India)* | *French speaker* |
| *March 2014* | *CTF France (France)* | *Freelance Interpreter* |

*Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.*

*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 French to English & vice versa.*** *Reviewing and proofreading. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English or French.*

**ACADEMIC QUALIFICATIONS**

**PERSONAL DETAILS**

*House no- 1213, Sector-19*

*Faridabad (Haryana, India)*

*121002*

***M: +91 8586804920***

***E: sakshigarg038@gmail.com***

*DOB: 05/08/1993*

*Driving license: Yes*

*Nationality: Indian*

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| --- | --- | --- |
| **Year** | **Qualification** | **Location** |
| *2010-2011* | *Higher Secondary* | *Ryan International School, Faridabad (India)* |
| *December 2012* | *B1 level cleared* | *Alliance Francais, Delhi (India)* |
| *2011-2014* | *Advance diploma of French* | *Hansraj College, Delhi University (India)* |
| *2011-2014* | *B.com (Honors)* | *Delhi University (India)* |

**KEY SKILLS AND COMPETENCIES**

*Familiar with translation software tools. Able to fluently speak French, English, Hindi. Excellent communication and social skills. Able to work to tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure. Able to prioritise work.*

*References available on request*