CURRICULUM VITAE

**SANDEEP KUMAR PANDEY**

**Senior Hindi Linguist**

House no. 465, 1st Floor, 11th main, 8th cross,

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Brookfield, Bangalore 560066

**Email**: [sandeep.pandeymsw@gmail.com](mailto:d.gautam004@gmail.com)

**Mobile:** 91-9971429739

**OBJECTIVE**: To work as full time Senior Hindi Linguist in a professional organization, to take up Hindi Translation, Editing, Proofreading assignments with interest & enthusiasm, and to work collaboratively in a team environment.

**Skills**

* Profound knowledge of translating/localizing/reviewing a variety of content such as marketing, legal, subtitles, VO scripts, poems, stories, novels, movie scripts, subtitles, self-help books etc., from English to Hindi.
* Vast experience of writing creative stories, novels, poems, ad copies and articles in both Hindi and English languages.
* Deep knowledge of using search engines, websites, company-specific style guides, and other online resources for research on translation, reviewing and subtitle editing
* Solid understanding of grammar, idioms and phrases in both English and Hindi.
* Exceptional experience of transcreating/translating/localizing creative content such as stories, cinema scripts, subtitles, marketing content, ad copies, etc.,
* Wide experience in proofreading, spell checking, language quality reviewing, checking of grammatical/meaning/contextual/readability errors of already translated content by junior Hindi linguists.

## ACADEMIC QUALIFICATION:

* Post-Graduation in Hindi Literature from Sam Higginbottom Institute of Agriculture, Technology and Sciences, Allahabad, UP
* Graduation with dual subjects, Hindi and English as a major from Purvanchal University, Jaunpur, UP
* 6 Months full time advanced diploma in the International Translation from IGNOU, New Delhi.
* 2.5 years full time Bahasa Indonesia Language course from Indonesian Embassy, New Delhi-2015-17
* Have done 12th standard with science stream from UP Board (Hindi Medium)
* Have done 10th standard with science stream from UP Board (Hindi Medium)
* A Certificate in recognition as Best Effort Category in the 2017 Bahasa Indonesia Speech Contest: “Rethinking South-South Culture Bridge” on Independence Day in Embassy of Indonesia, New Delhi- 13th August, 2017.

## PROFESSIONAL QUALIFICATION:

* Computer course ‘CCC’ Level from DOEACC Society, New Delhi, 2014.

## COMPUTER SKILLS:

* **Operating systems:** Windows XP, Windows 7, Window 8, Window 10.
* **Hardware:** PC Maintenance, troubleshooting system upgrading, Installations & System Assembling
* **Computer Application Packages**: Microsoft Office 2007, 2010, 2013.

## WORK EXPERIENCE: 10 Years as a freelance + full time Translator from English to Hindi & Bahasa Indonesia to English.

## Present Salary - 8 Lacs |Annum

## Ready to relocate in Gurgaon

**Presently working with Startek Pvt Ltd as a Senior Hindi Linguist, since 20th May 2019 to till date, Bangalore.**

* To translate various publications of official journals, books, forms, circulars, manuals, articles from English to Hindi.
* Translation of day to day official letters, office orders, departmental orders etc., from English to Hindi.
* To assist Manager in the implementation of work of official language policy and in various official matters.

**Beyond this full-time responsibility, I have been also taking of freelance Hindi Translation projects from the below translation companies:**

**1. Lyric Labs India Pvt Ltd, Delhi**

**2. Shakti Enterprise - Translation Services, New Delhi**

**3. Bhasha Bharati - Translation Services & Interpretation Services, New Delhi**

**4. Lingo Solution Pvt Ltd, Noida**

**5. Mayflower, Bangalore**

**6. tribebuzz.com, New Delhi**

**Worked with Globiva Pvt Ltd as a Senior Hindi Linguist for Ola Client & as an English to Hindi Translator, since 5th July 2018 to 6th May 2019.**

Ola is online transport company which provides platform to book the cab for the customers in India via mobile application. My job responsibility is to translate content from English to Hindi for the mobile application.

**Worked with Interglobal Technology, Gurgaon for "Expedia Indonesian client" as a Process Associate since 20 April, 2015 to 31 August, 2016 & continued as a Freelance Hindi Translator throughout this period.**

To handle process emails calls (If required), to answer the frequently asked questions, process cancellations, request for refunds, payment confirmation, travel document demands, schedule change confirmation. To process refund by using all the applications required to check the details. Clear and conscious communication, Customer Delight with exceptional CSAT and QA scores, Compliance to policies and Processes and managing Handling time and accuracy To handle customer queries through email/Chat/voice to answer the frequently asked questions related to Air, hotel, car rental, and tour packages services. To manage multiple chat windows at the same time, to understand customer queries and provide excellent customer support in the given TAT.

**Worked with Wipro India as an Associate since June 13, 2014 to April 2nd, 2015 & continued as a Freelance Hindi Translator throughout this period.**

* Translation/Typing of the documents from English to Hindi.
* Ensuring the use/promotion of Hindi.
* Any other work assigned by the superior authority.
* Attending Meeting of the Departments.

**Worked with National Commission of Minorities under Ministry of Minorities Affairs as Junior Hindi Linguist from January, 2008 to March, 2010.**

Interprets written or spoken material into English to Hindi, ensures meaning and context are maintained, creates glossaries and term dictionaries.

* **Worked as a Guide cum Interpreter for Embassy’s Guests &Indonesian students in New Delhi &several North India regions.**

## KEY SKILLS: -

* Hindi and English Language Specialist
* Bahasa Indonesia as a Freelance Linguist
* Positive attitude and good communication
* Sincere, dependable, organized and hardworking team player always ready to work in an innovative and challenging environment

## PERSONAL DETAILS:

Name : Sandeep Kumar Pandey

Father’s name : Prem Shankar Pandey

Date of birth : 20th October, 1987

Marital status : Single

Permanent Address : Village- Siura, Post Mevali, District- Mirzapur, UP

Hobbies : Playing Badminton, Travelling & Listening Music

Language known : Hindi, English, Bahasa Indonesia.

**I solely declare that all the above information provided by me is true to**

**the best of my knowledge and belief.**

**Thanks & Regards,**

**SANDEEP KUMAR PANDEY**