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**SANDIP TIWARI**

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**PROFESSIONAL OVERVIEW**

I am a Professional Trainer, writer & editor. My trainings mainly includes Competency based Training Modules, Communication, Personality Development. My personal interest in the language & experiences gathered during content development motivated me to start translation jobs professionally. I also conduct Customer Service Audits for major apparel brands & Financial Institutions.

An MBA with more than 13 years of experience, out of which 8 years into the field of Marketing & 5 years in Training. I have been associated with translation of few management books & articles.

I am available to for any type of project ranging from writing and editing magazine articles, brochures, and annual reports to book-length pieces. I can work on hard copies as well as on electronic manuscripts. I pay professional attention to accuracy and detail; sensitivity to author's style and clarity.

**LANGUAGE PROFICIENCY & TRANSLATION**

* HINDI : Hindi being my native language I always liked reading Hindi literature, novels, parables etc. I also understand & cherish the strength & variety of expressions available in Hindi.
* ENGLISH : My management study followed by professional exposure helped me achieve good hold of the language. The training exposure also added into it.
* TRANSLATION : I always do the translation keeping the audience in mind. The main purpose of efficient communication shouldn’t gets lost due to idealistic approach in heaps of jargons.

**OCCUPATIONAL CONTOUR**

I have been doing freelance jobs for various translation agencies. The areas i handle with ease include, Corporate Training, Presentations, Marketing, Banking, Business, Finance, Manuals, Handouts, Questionnaires, and Brand Names.

**QUALIFICATION**

* MBA (Marketing & Finance) from DBM, Nagpur University, 2001 Batch.
* Diploma in Advertisement from Wellingkar’s Institute, Mumbai.
* Bachelor of Science in Agriculture [B.Sc.(Ag)], IGKVV.

**TRANSLATION WORKS**

* Successfully translated more than 2 Lac words for clients which includes Translation Companies to MNC’s, Airlines, Catalogues, Magazines etc.
* Power point presentation of many corporate companies translated.

**RATES**

* The minimum & standard rates I usually charge to my clients are as follows:-







**TERMS & MODE OF PAYMENT**

* Paypal
* Through NEFT/online transfers to State Bank Of India Account
* Payments is to be made within a maximum period of 30 days from the project completion date or on completion of the bulk of 10000 words in case of large projects.

**WORKING HOURS**

* Normal working time, Indian Standard Time 0900 Hrs to 2300 Hrs.
* In case of urgent works with deadlines & good pay off, the timing is not a constraint.

**SYSTEM**

* Well versed with MS Word, Excel, PowerPoint, use of Unicode and Non-Unicode fonts.
* Use of CAT tools like Virtaal, Translation Workspace XLIFF Editor etc.
* Can quickly and correctly convert most of the non-Unicode Hindi texts into Unicode.
* OPERATING SYSTEMS: Windows 7, with latest configuration, printer, scanner, 2Mbps speed.