**Santosh Kumar Karna**

MOBILE NO: +91-8459314262 E-MAIL: kumarsantoshkarn@gmail.com,

***OBJECTIVE:*** *To be part of an organization that will provide me good environment to work in, opportunities to learn and help me use the best of my skill for the progress of organization as well as my all round development.*

***PROFESSIONAL EXPERIENCE:***

***FREELANCER Mar 17 – Present***

***Language Specialist/Translator***

* Translation, Transliteration, Transcreation and Proof reading of web content, Blog, Android application etc. from English to Hindi.
* Currently worked on Samsung Visual Display, and Smart TV Projects.
* Oppo App Projects.

***Sommet Solutions. Jan 15 – Dec 16***

***Language Specialist/Translator***

* Translation, Transliteration, Transcreation and Proof reading of web content, Blog, Android application etc. from English to Hindi.
* To ensure delivering quality documents and timely execution of deliverables

***Sai Ideal Softwares Pvt. Ltd. Mar 14 – Dec 14***

***Language Translator***

* Translation of documents viz circular, official letters and other co related work
* Proof reading
* Publishing In-House magazine
* Organizing Workshop
* Translation of Official website of company and update it timely

***OTHER WORK EXPERIENCE:***

* Worked as Sr. Technical Network and Desktop Support Administrator

***SKILLS:***

* Script writing, copywriting
* Voice over (done voice over for Telecom Brand and for radio)
* Known ***Hindi (Krutidev / Remington/Mangal) and English Typing***
* Translation form English to Maithili and vice-versa
* Translation form English to Hindi and vice-versa

***ACADEMIC PREVIEW:***

* **Post-Graduate Diploma in Translation form IGNOU 2014**
* **M.C.A.** from **IGNOU**
* **B.C.A.** From **IGNOU**
* **Senior Secondary – (B.S.E.B.)**
* **Higher Secondary** – **(B.S.E.B.)**

***PROFESSIONAL QUALIFICATION:***

* ***Professional Master of Computer Application IGNOU 2010.***

**ABOUT TRANSLATION**:

* Doing translation is integral part of my profession. I am doing translation especially **English to Maithili, English to Hindi, Hindi to Maithili and Maithili to English since 2013.**
* Translated more than thousands of Articles, News stories, Research Papers, various document, Departmental files of Govt.-Board and council, investor’s proposal, product consumer books, booklet of event, promo booklet**and article** of various writers for many stake holders.
* Freelance assignments in Translation / Transcription/ Editing/ Typing / Proof reading
* Area of expertise: IT, Legal and General. All kind of Formal Documents. All kind of technical papers. Science-Technology and Legal related papers
* Language Pair- 1- English to Maithili and vice versa
* Daily output: 1500 to 2000 words per day.
* Expected Charge- Normally @ 2.50 Rs/word but it is Negotiable. (For Translation)
* Expected Charge- Normally @ 1.50 Rs/word but it is Negotiable (For proof and sub-edit)
* Language Pair- 2- English to Hindi and vice versa
* Daily output: 1500 to 2000 words per day.
* Expected Charge- Normally @ 2.50 Rs/word but it is Negotiable. (For Translation)
* Expected Charge- Normally @ 1.50 Rs/word but it is Negotiable (For proof and sub-edit)
* **Desktop Publishing: - Coreldraw, Illustrator, Indesign, Word, PPT (INR 250/Page) But it is negotiable.**
* Mode of Payment-By online money Transfer or by Account payee cheque.

TRANSLATING EXPERIENCE:

Translated more than thousands Articles, News stories, technical and legal document, Govt. Departmental file, investor’s proposal, product consumer books, booklet of event, booklet**and article** of various writers for many stake holders.

* Translation of
  + Corporate documents: memorandums and articles of association, contracts, agreements, powers of attorney, bank statements, invoices etc.
  + Personal documents: birth certificates, marriage certificates, diplomas, legal etc.
  + Translation of technical documents, guidelines and instructions.
* Writing
  + Articles, press releases, blog posts and advertisements on different topics (politics, technology, business, IT, entertainment, medicine, cosmetics etc.).
  + Translation and rewriting of language content

**TECHNICAL SKILLS:**

* + Knowledge of Corel Draw, InDesign, Pagemaker, Microsoft Office, Photoshop and Illustrator, DTP.
  + Well versed in Page designing with Corel Draw, Indesign and Pagemaker, Hindi, English, Maithili typing speed 40 word / Minute.
  + Well versed in translation from English to Maithili
  + Knowledge of color combination and assessment of pics as per its production value.
  + Internet and Tech Savvy

**CAT TOOLS: -**

SDL Trados 2011, Word Fast, Linguistic Toolbox, Memosource

***PERSONAL DETAILS:***

**PERSONAL DETAILS:**

**Father’s Name** : B.L. Karn

**Date of Birth** : 15th Jan 1982

**Language Known** : Maithili, Hindi, English

**Marital Status** : Married

**Strong Traits** : Hard-Smart working, Commitment

**Permanent Add.** : Vill - Betauna

PO+ PS. - Benipatti.

Distt. – Madhubani (Bihar) – 847223

*Date: 21/5/2019*

*Place: Delhi*

***(Santosh)***