

Satwik Gadmur



1-4-134/5/B/6, KNL Colony, India ,
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509001



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8328117483



Work Experience

PROFESSIONAL SUMMARY

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- o - Dedicated English-Telugu & Telugu-English translator and data entry operator with years of experience working in professional.
- o Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings.
- o Diverse translation work including academic & scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials.

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SKILLS

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- o - Fluent in Telugu and English (Native Telugu Speaker), including colloquialisms, business vocabulary, and scientific terminology and the usage of words is contemporary.
- o - Experienced with several computer programs, including Microsoft Office and HTML. Precise and dedicated. Comfortable with both verbal and written communication, including preparing and giving presentations.
- o - I can enter data from any format into any Office tools. Typing speed is 40 WPM.

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WORK EXPERIENCE

(JAN-2015 : PRESENT)

Translator, Transcriber And Data Entry

- o • I can translate written and verbal communications between English and Telugu.
• I can serve as on-call translator for tele-conferences as required.
- o • I can provide review and verification of translation work as required, including created by third-party translation services.
• Worked on various styles of translations and transcriptions like Scientific, Technical, General, Medical, Legal and etc. for companies like Viesoft, C
- o • I worked on subtitle projects (SRT Files) as well for both Telugu and English languages.
• And also provided transcriptions for various domains.
• Recently worked machine translation (Google) improving projects.
• Worked for several companies Data Entry

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Education

Degree	School/College	Grade / Percentage	Year
XII	University of Palamur, Mahabubnagar, Telangana, India.	70%	2015



Professional Skills

TYPING SPEED IS 40 WPM.	100%
MICROSOFT OFFICE AND HTML	100%
TANSLATOR (ENG-TELUGU AND VICE	100%



Personal Skills

HARDWORKING	10/10
UNDERSTANDING	10/10
CREATIVITY	10/10



Languages

ENGLISH	10/10
TELUGU	10/10



Hobbies

- ☐ **VORACIOUS READER.**
- ☐ **ENJOY COOKING**
- ☐ **LISTENING TO MUSIC.**