SHARMILA SINGH

Curriculum Vitae

English to Hindi Translator

Phone: +91-9055224884, +91-9419919566

Mail: ssingh.hinditranslator@gmail.com

Job delivered on time with great respect to the terms and conditions provided.

Freelance translator and transcriptionist

**ENGLISH TO HINDI NATIVE TRANSLATOR AND ENGLISH AND HINDI TRANSCRIPTIONIST**

**RATES- 70 PAISE PER WORD FOR TRANSLATION, 35 PAISE PER WORD FOR PROOFREADING AND 1200 INR PER HOUR FOR TRANSCRIPTION**

**RESUME**

I am a full time, freelance translator and transcriptionist based from UP, INDIA with 7 years experience in translation. I have been translating and proofreading as a freelancer (ENGLISH TO HINDI) and transcriptionist for the past 7 years and I am trying to expand my network and set up long term collaborations. I hold a strong scientific background and my fields of expertise covers: Technical, Legal, Automotive, Scientific, medical, IT, User manual, Finance, Marketing, information, Mechanics, Software, Commerce, education, Tourism and Cosmetics etc. I would like to respectfully offer my translation expertise to you/ your company.

**Language pairs:**

English<>Hindi

**Native language**: Hindi

**Cell number**: +91-9055224884, +91-9419919566

**Email address**: ssingh.hinditranslator@gmail.com

**Proz.com Profile Page**: http//www.proz.com/profile/2187664

**Educational qualification:**

* Masters of Art in Hindi, Lucknow University
* Schooling from ICSE Board

**Areas of specialization:**

Creative writing, Business, Finance, Medical, Legal, IT, Engineering, Automobile, Website and Software localization

**Some previous companies (worked for as a freelancer):**

* Language connect, United Kingdom
* Rural Housing Network Incorporation
* Oxford University Press
* Sahitya Academy Press
* Information Bureau (PIB)

**Domain specific experience**

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| DOMAIN | CONTENT MATERIAL |
| IT (Software/hardware) | Software manuals, Hardware user guides, Software applications,UI and web localization |
| Electronics  | User manuals, I/O reports, brochures |
| Telecommunication  | Brochures, Telecom service contracts, Operation manuals of telecom instruments |
| Automotives  | Automotive patents, User manuals, Technical documents |
| Technical  | Manuals of instrument and machines, Medical devices, Projectors, Pressure Control System, Training Modules |
| Medical  | Medical reports, Pharmaceutical and clinical trials, Consent form, Medical equipment manual, Patient information leaflets, and Medical questionnaires |
| Legal/ Tax/ Finance | Software copyrights, End user agreements, Privacy and security materials, General contracts and agreements, Press release and reports. |
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**Working methodology:**

1. Analyze the document and verify the nature/ domain of document.
2. Accumulate all necessary references required during the project (online and offline domain specific dictionaries/ glossaries, reference documentation etc.)
3. Start the translation.
4. Do the quality-check after the translation is complete.

QA process includes up-to 7 stages, such as:

1. Terminology check
2. Style check,
3. Spelling check
4. Consistency check
5. Proofread/ review the document
6. Read through the translated document without referring to the source document to correct any linguistic error.
7. Deliver the files to the client in the desired format requested by the client.

**COMPETENCIES:**

* Quick delivery without losing quality; I make sure that translation is done correctly even if it requires a quick research regarding the most suitable term to be used.
* Rates are document dependent, so translation will be within your budget.
* Flexibility- I work seven days a week and in my opinion client always goes first.
* Easily reachable- emails will be answered instantly and calls always come through.
* Understanding of English and Hindi at a native speaker level, therefore every translation will be professional, modern and fluent.

**Output:**

2000-3000 words per day for translation

**Fonts used:**

Mangal(Unicode), Krutidev

**Availability:**

All days, available on weekends too

**Payment mode:**

NEFT/ wire transfer