Name:Mr. Sukhpakhi Chakma, Business Manager. Country:Bangladesh Phone:01690071834 Mail:sukurichakma250@gmail.com

**Professional Profile**

'A multilingual and talented Translator with over 10 years' experience, and the proven ability to to translate written documents from a source language to a target language'

Specialised in the interpretation and translation of items in German, French and Spanish, Italian and many others native level in terms of proficiency. A competent communicator with the ability to build effective relationships with clients to establish translation requirements and deliver accurate, grammatically correct documents. Degree in Translation Media with a background in proofreading, terminology, copywriting, editing and research. Familiar with computer-assisted translation software including SDL Trados Studios.

**Core Skills**

• Document Translation Software Tools

•Proofreading/ Interpreting Terminology / Linguistics

• Punctuation / Grammar

 •Article Research

•European Languages, Client Relationships, Asian Languages and also Latin American Languages.

•Team Leadership

•Career Summary Jul 2016 - Present

•Freelance Translator

•Fluent in business vocabulary, and scientific terminology.

•Experienced with several computer programs, including Microsoft Office, Ace Translator. •Extremely precise and dedicated •Comfortable with both verbal and written communication, including preparing and giving presentation.

**Outline**

Work on a freelance basis for a translation agency to provide a translation and interpretation service to numerous clients from various industries; support the 13-person translation team with other projects; report to the CEO.

**Key Responsibilities**

Convert documents and articles from one language into another and ensure that the finalised converted articles relay the intended message as clearly as possible. Research legal and technical phraseology to ensure that the correct translation is used. Liaise with clients to discuss any uncertain points and to address any requests for amendment. Construct customer-focused style guides in order to offer customer guidance and feedback. Review and proofread native text items, and revise the work of junior translators to achieve accuracy.Offer translation services for a range of legal corporations, national charities and local councils. . Retrieve and translate articles from newspapers, magazines and the internet. Communicated with stakeholders in order to facilitate and coordinate the translation of legal documentation. Translated content from English to French, and vice versa, using the internal content management system. Managed and prioritised translation requests to achieve stipulated delivery expectations and service level agreements. Oversaw copy modifications, additions and deletions within WordPress content management system. Provided a detailed bi-weekly report of all translation requests and current status to the CEO.

**Key Achievements**

Crafted an article to outline the company's translation services and offerings which converted over 30% of additional clients.

Translated a Request for Proposal (RFP) document for a major construction company ahead of schedule which resulted in the client obtaining a new business contract.

Translator

Worked within a team of 5 legal assistants and attended to translation requests from external agencies and French speaking clients as the main translation contact; reported to the CEO.

Identified 14 additional legal documents for translation into the German market and aided a positive outcome for a key court case. retained a major from successfully designed and implemented a pilot program to assess the viability of remote interpreting.