Name -- Abhi Soni

Introduction -- A multi-skilled, reliable & talented translator with a proven ability to translate written documents from English to Hindi language and vice-versa. A quick learner who is always ready to take new ideas and communicate clearly and effectively with people from all social & professional backgrounds. Well organized & aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE -- TRANSLATOR since 2007

Working as a freelancer for translation and other linguistic work. Involved converting documents and articles from English language into Hindi language and vice-versa and ensuring that the finished documents convey desired message as clearly as possible.

Duties:

* To find out correct glossary to ensure the correct translation.
* To provide guidance, feedback & creating customer-specific style guides.
* Translation of documents/letters etc. from English language to Hindi language and vice-versa.
* Reviewing and proofreading translated text done by another translator.

KEY SKILLS

* Excellent communication and social.
* Able to work to meet tight deadlines.
* Highly skilled in Word, Excel and PowerPoint.
* Able to work under pressure.

ACADEMIC QUALIFICATIONS – Graduation

PERSONAL SKILLS -- Well mannered, soft spoken, dedicated to work, Friendly behavior towards clients.

AREAS OF EXPERTISE

EDUCATION, SCIENCE & TECHNOLOGY, COMPUTER & IT, GENERAL TEXT, BANKING, FINANCE, PRESS RELEASE, AUTOMOBILE, ETC.

WORDS TRANSLATED TILL DATE – Around 4,00,000

TOOL USED – MS-Office

PRODUCTIVITY PER DAY FOR TRANSLATION (MONDAY TO FRIDAY) – Around 1500 WORDS

AND (SATURDAY, SUNDAY AND HOLIDAY) – Around 2500 WORDS

RATE PER ENGLISH SOURCE WORD FOR TRANSLATION – Negotiable

RATE PER ENGLISH SOURCE WORD FOR REVIEW/PROOFREADING – Negotiable