



Amit Malhotra

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PROFESSIONAL SUMMARY

Focused Translator with highly developed understanding of language and culture. Skilled in quickly and accurately translating written documents . Over 6 years of related expertise.

SKILLS

- Fluent speaker of English & French
- Expertise MS Office & several translation software
- English to French translation
- English & French editing
- Document interpretation
- Written communication
- Time management
- Expertise in completion of the assignment within time limits
- Customer relationship management
- Content Creation

EDUCATION

- B2 | French Language and Literature** 2013
Alliance Française De Delhi, Delhi, India
- MBA | Real Estate** 2017
RICS School Of Built Environment, Amity University, Noida, India
- B.Tech | Civil Engineering** 2013
Manav Rachna International University, Faridabad, India

WORK HISTORY

FREELANCE TRANSLATOR 02/2014 to CURRENT

Self Employed | Faridabad, Haryana

- Translate written communication in English to French & Vice versa
- Delivered translated content in preserving original meaning and tone.
- Edited translated content to maintain original format, font, and structure.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Tracked hours and expenses for each project, detailing each action and charge.
- Successfully met deadlines and managed high volumes of work.
- Have handed over various translation projects like Education, websites, certificates, correspondence, business, manuals playbook, tourism, logistics, shipping, warehousing, accounts catering and trade, insurance, IT, Hardware & software, medical, official documents, etc.