RESUME

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| General :  |  |

I am an Academic and technical freelance translator looking for work with translation agencies and direct clients. I am always available to work with long time and urgent projects.

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| Academic Background :  |  |

* BA in Telugu & B.Ed.
* Master in Hindi Language & Literature
* M.Phil. Language & Literature
* Ph.D. in Hindi Language & Literature
* PGDD
* Diploma in Theology

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| Working language pairs and rates : |  |

My native languages are Telugu & Hindi. I translate from English. The language pairs are English > Telugu, English > Hindi and Hindi <> Telugu.

**Desired work:**

I am looking for better long-term opportunities.

Job / document types

Articles, Audio, Books, Brochures, Business cards, Catalogs, Certificates, Contracts and agreements, Corporate letters, Dictionaries, E-Learning Courses, Economic/Trade materials, Educational records/documents, Film scripts, Financial statements, Hardware, Help files, Immigration documents, Labels/Packaging, Legal content, Legal documents, Letters/Emails, Manuals (employee), Manuals (non-technical), Manuals (pharmaceutical), Manuals (technical), Marketing, Marketing (advertisements), Medical records/documents, Newsletters, Patents, Policy wordings, Presentations, Scientific , Software, Surveys, User guides, Veterinary records/documents, Video, Voice over scripts, Web sites.

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| Services: |  |

Translation, Proofreading, Audio Transcription, Editing, Localization, Subtitling, Review, Research, Spoken Language, Tutoring (Online) Type setting (DTP) and Other.

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| Software’s: |  |

* Window XP, Vista & Windows -7
* Internet Explorer, Mozilla Firefox
* MS Office -2003,2007& 2010,
* iLeap
* Hindi Writer
* Baraha
* Unicode
* Shree-Lipi

 Note – All ttf and Unicode Telugu & Hindi fonts are acceptable

* Adobe Acrobat
* Photoshop
* Coral Draw
* PageMaker
* QuarkXPress
* Out Look Express

**CAT tools**

* Microsoft translator Office
* Google Translator Toolkit
* PASSOLO translator

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| Subject Areas: |  |

All Academic & General (Technical & non-Technical and, IT & non IT), also Religious (Bible and Biblical Studies)

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| Work Experience / Professional Background : |  |

* Worked as Translator cum –Language expert (SME -Subject Matter Expert) for Telugu & Hindi Language, Next Education, Banjara Hills, Hyderabad.
* Worked as Content Translator cum –Editor at Max range Retail Pvt. Ltd. Moosaipet, Hyderabad.
* Working as a freelancer with **Kreative Solutions**, Bangalore
* Working as a freelancer with **Evangeline Davamoni Emerze**, Pondicherry.
* Working as a freelancerwith **THE SHABD language & Project Management Company**, New Delhi
* Working as a freelancerwith Language Preside, New Delhi
* Working as a freelancerwith AABHERI TRANSCO, Thiruvantha puram, Kerala

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| Rates & Payment options: |  |

* Rates are **Negotiable**
* Payments through the following payment processors: Online Bank Transfer / PayPal
* Preferred currency: **USD /EURO /INR**

**TERMS AND CONDITIONS**

1. Invoices are generally issued on the day of the project completion and are payable within 30 days.
2. No claims shall be considered after 5 days from receipt of invoice

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| Daily output & other details: |  |

* Per day 3500 words
* Internet connectivity – broadband

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| Contact Information: |  |

Dr. Thomas

University of Hyderabad

Gachibowli

Hyderabad, AP, INDIA -500046

Mobile – 9494988732 / 9296559863 /8790170847

e-mail : thomasphiliph@gmail.com /drtelugutranslator@.com

https://sites.google.com/site/drthomastelugutranslator/

Dear Sir /Madam,

This is Dr. Thomas would like to work as an Independent Freelance Translator and have attached my resume and would like to be considered for your organization. I am sure that my knowledge in given languages (Telugu & Hindi) will be very beneficial for your organization and I will surely be an asset to Wisdom Communications.

Here is a summary of my experience and knowledge, which you can find in detail with my attached resume:

More than 5 years of experience in working as a translator and I cannot see myself working in any other field because I enjoy my work

* Excellent communication skills and I keep enhancing them as they are important in this field and I bring this in my work every day
* I am a confident and positive personality and this makes it easier for people to get along with me. In translating, personality is as important as the ability to translate the language that is being written or spoken.

I have a good range of fluidity in all the preferred languages and I am very well fluent in them. This is how I know that when my skills are clubbed with personality, I would be beneficial to the clients as well as for Wisdom Communications.

I am looking forward; you can call me at 9494988732 / 8790170847 or e-mail me at thomasphiliph@gmail.com /drtelugutranslator@gmail.com.

 Thank you so much for reviewing my application.

Enclosure: Resume and References

Thanking you

**Dr.Thomas**

 **Ph.D**

Dear Sir /Madam

I am very happy to work with you but we should follow some terms and condition for work agreement.

(General Terms and Conditions between the translator and client /Agency)

In submitting a text for translation / Proofreading /Review /DTP / Audio Subscribing / or other any client or Agency (hereinafter referred to as "Client") enters, as the case may be, into a binding agreement with – Dr.Thomas (freelance Translator) - (hereinafter referred to as the "Translator"), said agreement being covered by the following terms and conditions:

Source documents to be translated (Name) :

Language Pair:

Word count total:

Deadline for work Delivery :

Contact person for enquiries :

6. The services provided by the translator include the complete rendering of the submitted documents from the source language to target language, including all translatable text. Lay outing and formatting may be subject to additional fees.

Note: Any complaint in connection with work carried out shall be made by the Client to the Translator within a 5days date of delivery of the translation (i.e. Missing translation /

Consistency maintenance, terminology and grammatical errors)

7. Payment: Payment is due 30 days from date of the invoice. Delayed payment will be assessed a penalty of 3% per day.

8. Any agreement between the Client and the Translator regarding the work order, including but not limited to deadline, terms of payment, special requests by the Client, agreed upon by e-mail shall be considered binding.

Thanking you

Dr. Thomas

(Translator)