**CV for ENGLISH-HINDI FREELANCE TRANSLATOR**

**Gunjan K. Singh**

B-206 Swastik Park,

MIDC Road, Thakurli, Thane, Maharashtra

**Skype id**: Goonj S

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**SEEKING CAREER IN:**

* Translation / Transcription/ Editing/ Transliteration/ Reviewing
* Content writing
* Proof Reading

**PROFESSIONAL SYNOPSIS:**

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| Total eight years of experience, out of which five years as Translator (English-Hindi), three years I have worked as a Proof Reader, Content writer for Websites, Sub Editor for popular magazines and a Trainee Journalist for a Weekly Hindi Newspaper. |

**Currently working on Movie Subtitle Edit as QC Analyst. Also, working with an International Client Moravia for their Symfonie and Facebook Project.**

**EDUCATIONAL QUALIFICATIONS:**

**Masters of Arts** (English Literature) - Mumbai University

**Post Graduate Diploma in English – Hindi Translation from IGNOU**, New Delhi

**Diploma In Journalism & Mass Communication**, Somaiyya College, Vidyavihar

**ORGANISATIONAL EXPERIENCE:**

**TRANSLATION EXPERIENCE:**

* Worked with ***Fidel Technologies, Pune.*** Worked as English-Hindi Translator, Reviewer and a Proof Reader. Worked on numerous technical projects such as **SAP, NIKON, SKODA, SONY & Yahoo** etc. Also, worked on various **E-Learning** Projects and **Marvel Comics.** Worked from July 2011 to 31 August 2016.

**CONTENT WRITING:**

* Worked as a Share Market News Commentator for **Rediff.com** on behalf of Sepia Media. Worked as Content Writer and a Proof Reader for **Rediffmoneywiz Section** (Hindi) page. Worked from June 2010 to June 2011.

**EDITING:**

* Worked as Sub Editor for **Dalal Street Investment Journal-Hindi.** Translated as well as edited various Stock Market News. Also, conducted interviews of Company’s MD, CEO & Stock Brokers. Worked on **Flash News.** Worked from 1 April 2008 to 31 May 2010

**PROOF READING:**

* Worked as a Trainee Journalist for **Nutan Savera,** Hindi weekly Newspaper. Worked as Proof Reader and a Sub Editor. Job responsibilities were to write Feature Article on Travel and Cuisine, Proof Read columns of popular Hindi Writers, editing City & Bollywood News. Worked from August 2007 to March 2008.

**TECHNICAL KNOWLEDGE:**

* Familiar with MS Office - Windows 2000, MS Word, Excel
* Typing Speed - 40 W.P.M (English & Hindi)
* Aware of Quark Xpress
* CAT Tools – Trados, Possolo, Memsource, MemoQ

**ACHIVEMENTS**

* At college level I have won many prizes in quiz competition, drama and writing poetry.

**Other Interest**

* My other interest is to Read, Write and Travel.

**Experience in Educational Field:**

* I have almost two years of experience in this Field. Before, starting my career in Journalism & Translation I have worked at English Medium Schools at Primary Level.

*Please note that I can to relocate to all over India for better career prospectus.*

**Personal Information:**

Date of Birth: 16th March 1985

Marital Status: Single

**REFERENCES:** Mr. K.K Mishra (Former Editor of Dalal Street Hindi Magazine)

*Gunjan Singh*