**RESUME**

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| EXPERIENCE | **LITTLE MORE THAN 25 YEARS TILL JULY, 2012 WITH A RESEARCH INSTITUTE. LAST 12 YEARS AS ADMINISTRATIVE OFFICER** |
| EXPERINECE AFTER JULY, 2012 | **- CONTENT WRITING FOR WEB SITES****-TRANSLATED DOCUMENTS FROM HINDI TO ENGLISH (Nearly 300000 words including Government Notifications and correspondence)****-TRANSLATED DOCUMENTS FROM ENGLISH TO HINDI (Nearly 300000 words including Technical Modules)****-TRANSLATED DOCUMENTS FROM ENGLISH TO PUNJABI(More than 1000000 words including Series of Technical Modules, IT and legal material and their proofreading)****-PROOFREADING OF DOCUMENTS** |
| ABILITIES | **TRANSLATION FROM ENGLISH-HINDI** **HINDI-ENGLISH** **ENGLISH-PUNJABI** **PUNJABI-ENGLISH**  |

**MEDICAL/LIFE-SCIENCES DOMAIN**

Translation from English to Punjabi and from Punjabi/Hindi to English (B2B translation) of Informed Consent Forms.

-Translation from English to Punjabi & Hindi of:

 - Patient Diary;

 - Special Medical & Physical Reports of the physically & mentally challenged Children;

 - Post-Mortem and Medico-Legal Reports

 - Medical & Patient Entry and Opinion Forms

 - Medical Equipment Testing Reports

 - Medical letters

 - Pesticides Advertisements for Agriculture and User leaflets

Since July, 2012, I had translated nearly 1,00,000 SWs to the satisfaction of the client. I have the translation capacity between 2,200 to 3,000 SWs and Proof-reading capacity between 4,500-6,000 SWs.