**Rupinder Singh**

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##### OBJECTIVE

To use my knowledge of simultaneous translation, consecutive translation as a Translator

##### PROFILE SUMMARY

Extremely knowledgeable Translator with a strong command over English, Hindi and Punjabi (read/write/speak) and 11 years hands-on experience with clients.

• Well versed in providing system-wide foreign language translation services in order to facilitate communication

 • Able to adhere to interpretation standards and conforming to code of ethics

 • Hands on experience in providing both written and oral translation and interpretation services between parties

##### LANGUAGE PAIRS

* Hindi > Punjabi
* Hindi > English
* English > Punjabi
* English > Hindi
* Punjabi > Hindi
* Punjabi > English
* Data Entry in English, Hindi, Punjabi & Sanskrit languages.

##### FONTS

**Hindi**

* Mangal (Unicode)
* Krutidev 010,020
* ShreeLipi
* Walkman-Chanakya 901,902,905
* Baraha
* Shiva
* SD-TTSurekh
* Chanakya/ Chanakya Type 1
* Dv-TTYogesh

**Punjabi**

* AnmolUnibani (Unicode)
* Raavi (Unicode)
* AnmolLipi
* ShreeLipi
* Baraha
* Amrit
* AmrLipi
* Asees
* AtamGurmukhi
* Bjanmeja5A
* Chatrik
* GurbaniAkhar
* GurbaniLipi
* Gurmukhi
* Janmeja
* Jhelam
* Joy
* Likhari
* Ranjit
* Samtol
* Satluj
* Punjabi
* WebAkhar
* Jagran

##### EXPERIANCE

* 11 Years

##### SYNOPSIS OF ACHIEVEMENTS

Translation, Proofreading, Typesetting, Formatting for :-

1,70,000 words approx in multiple leaflets English to Hindi & Punjabi

###### Academic Books as :-

12,04,447 words in Political Science in 6 academic Books of Hindi to Punjabi

1,30,767 words in History in 1 academic Book of Hindi to Punjabi

16,000 words Hand-script poetry Hindi & Punjabi

etc.

###### Medical Translation as :-

31,000 words, Medical English to Hindi

7,100 words, Anatomy and Physiology

9,200 words, Amputation

2,300 words, Postural Management

1,100 words, Srengthening

1,800 words, Management of Abnormal Tone

13,000 words, Informed Consent Documents of Clinical Reserch Study

4,000 words, Informed Consent Document, English to Punjabi

7,200 words, Informed Consent Document, English to Punjabi

7,200 words, Informed Consent Document, English to Hindi

1,100 words, Osteoarthritis Eng to Hindi

1,100 words, Osteoarthritis Eng to Punjabi

1,800 words, Informed Consent Document, English to Punjabi

1,800 words, Informed Consent Document, English to Hindi

7,000 words, Informed Consent Document, English to Punjabi

1,30,000 words, Medicine Discriptions, English to Punjabi

etc.

###### Lawsuit Translation as :-

21,300 words, English to Hindi of Lawsuit

6,000 words Hindi to English of Lawsuit

64,000 words (85 pages), English to Hindi of Lawsuit

5,900 words, Punjabi to English for US Embassy

7,500 words, English & Punjabi Voice to Hindi Transiltration of Lawsuit

2,700 words, Eng to Punjabi for Court of Quebec, Caneda

18,000 words Govt. Docs Lawsuits & Departmental Instructions

43,000 words Eng to Punjabi for Magistrates Courts, UK

65,000 words Eng to Hindi & Punjabi for Mercedes-Benz

etc.

###### Technical Translation as :-

11,000 words, Eng to Punjabi for Lathe & Surface Grinder Machine

9,000 words, Eng to Hindi for Cable & Circuit Management

26,000 words, Eng to Punjabi for Hero Honda Motors Ltd.

700 words, Eng to Hindi for L&T

6,000 words Punjabi to English for Sonalika Tractors Ltd.

92,000 words Eng to Hindi for National Employment Services (NSE)

###### Financial Translation as :-

35,000 words Eng to Punjabi for pnb Metlife Insurance Co. Ltd

22,000 words Eng to Punjabi for Future Generali

16,000 words Eng to Hindi for Future Generali

85,000 words, English to Hindi for Income Tax Dept.

26,000 words, Foreign Exchange Management

25,000 words Eng to Hindi for pnb Metlife Insurance Co. Ltd

etc.

###### IT-Communication Translation as :-

7,000 words Eng to Hindi & Punjabi for MTS Data Card Customer Care

15,000 words, English to Punjabi related to GPS for a Software Development Co.

1,400 words Eng to Hindi & Punjabi for Micromax Mobile

2,700 words Eng to Hindi for Airtel Customer Care

27,000 words Eng to Hindi for Rajya Sabha (Govt. of India)

12,000 words Eng to Hindi & Punjabi for Retail Function (Online Sales)

1,55,000 words Eng to Hindi for Google Languages

10,500 words Eng to Punjabi for Samsung

60,000 words Eng to Punjabi for Google Android Developers

etc.

###### Religious Translation as :-

1,54,000 words Eng to Hindi for Religious Book

55,000 words Eng to Hindi for Religious Book

2,82,000 words Eng to Hindi for Religious Book

1,66,000 words Eng to Hindi for Religious Book

58,000 words Eng to Hindi for Religious Book

6,80,000 words Bhagwada Gita in Punjabi with Sanskrit

17,000 words for Remidies by Shastras in Hindi & Punjabi with Sanskrit

8,500 words Sanskrit to Punjabi Transliteration

16,500 words Hindi & Sanskrit to Punjabi Translation & Transliteration

18,000 words Sanskrit to Punjabi Transliteration & Translation

etc.

###### Others as :-

2,500 words, of School Brochure English to Punjabi for International Languages SOFT

5,500 words, of Technical & HR Policies of Egypt based Co.

13,000 words, English to Hindi for a website

11,000 words for Eng to Hindi for Pepsi Co.

etc.

###### Govt. Administrative as:-

5,000 words for CM-Gujrat English to Hindi

1,500 words for CM-Jharkhand Hindi to English

4,300 words Delhi Development Authority English to Hindi

1,600 words Delhi Development Authority English to Hindi

13,000 words, English to Punjabi for a Political Party’s Constitution

1,000 words Eng to Hindi for Gujraat CM

etc.

###### Agriculture as:-

4,400 words Incestisides

13,600 words Bio-degradable Fertilizers

etc.

**KNOWLEDGE**

* Operating Systems: All, Office 2007, Access
* Computer Programming Languages: C, C++, Visual C++, Fox pro, Visual Fox pro, Visual Basic, Html, Java, Business System, (RDBMS) Relational Data Base Management System.
* Designing: Photoshop CS2
* Internet Skills and Excellent Knowledge of Computer Software & Hardware
* Electricals, Ceramics, Aggriculture, Mechinal, Machinery Tool Room, Minrals, Furnace & Other Technials

##### EDUCATION

* Graduation in Arts from Delhi University 2001
* Pursuing ‘B’ Level From DOEACC

##### OTHER STRENGTHS

* Excellent bilingual communication skills
* Cultural awareness and sensitivity
* Exceptionally professional demeanor
* Ability to work in a fast paced environment and multitask
* Ex. Senior Manager in HDFC & PNB Metlife corporate environment
* Worked as a GM in MNCs corporate environment so,

Commitment to quality and results

* **Chief Translator** of a Monthly Magazine with a NGO
* **Chief Translator** with a International News Agency

##### WAY OF WORK

I have a well-evolved and quality-oriented document translation process, which can be briefly summarized in the following steps:

Step 1: Client contacts me with the document that needs to be translated and document turnaround time.
Step 2: I reply with the quote and any other questions / doubts regarding the document. I also discuss the estimated time for completing the translation and the quality check is also subsequently.
Step 3: Client gets back with the confirmation.
Step 4: I start the allocated work.
Step 5: Once the translation work is completed, a quality test follows, in which the document is checked for its quality, localization criteria.
Step 6: I start TEP Processes (TEP=Translation, Editing and Proofreading)
Step 7: After the quality-testing the translated document is sent to the client.
Step 8 (optional): In case there are any modifications to be done on the translated document, those changes are done.

I believe that transparency, accountability, teamwork and quality are my guiding principles.

I also believe in gaining trust from my clients. As a natural progression to this belief, I do free sample translations to the tune of approx 200 words to my new clients, for them to assess my experience and professionalism in the taken task.

**Rupinder Singh**