**AREAS OF EXPERTISE:**

***Translation, Proofreading & Editing -***

* *Finance and Banking*
* *Legal documents & Contracts*
* *Marketing & Business Management*
* *IT: Hardware & Software, User Manuals*
* *Pharmaceutical & Healthcare*
* *Tourism*
* *Technical*
* *General*

Saurabh Sood

Certified Translator, Proofreader & Editor

**P E RSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues.

**LANGUAGE CREDENTIALS**

* **CFA Level 1 from CFA Institute, US (2008)**
* **MA in Translating and Interpreting - University of Nottingham (1998).**
* **Bachelor of Engineering from University of Delhi (1992)**
* **American Translators Association (ATA) - Certified Translator from German > English (since 2004)**
* **American Translators Association (ATA) - Certified Translator from Spanish > English (since 2006)**

**KEY SKILLS AND COMPETENCIES**

**Key Services: Translation, Interpreting, Editing, and Proofreading**.

* Average daily output: 3,000 words per day
* Native English language speaker
* Proficient in translation software tools including SDL TRADOS (Workbench and Studio 2011)
* Highly skilled in Microsoft Office Professional Suite and DTP applications
* Freelance translator and interpreter since 2003 - present.

**WORK EXPERIENCE**

**Translator (Freelance) (2003 – present)**

Working freelance for translation agencies providing translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Senior Translator – Perfect Symmetry LLP (1998-2003)**

* Managing medium – large scale translation and localization projects along with quality assurance.
* Providing guidance and feedback to junior team members and creating customer specific style guides.
* Liaising with clients to discuss any unclear points.
* Reviewing, proofreading and editing

**AREAS OF EXPERIENCE AND SPECIALIZATION**

* **Finance, Banking and General Management:** Investment funds, private equity deals, cross border M&A deals, banking contract, management guidelines, marketing manuals etc.
* **Pharmaceutical & Healthcare:** Print and online materials, brochures, manuals, case studies, etc. Examples of projects: Pfizer, Eli Lilly, GlaxoSmithKline, Johnson & Johnson.
* **Technical:** Building and construction products, electrical appliances, IT, heavy machinery, as well as electronics. Manuals, packaging, signage, print and online materials, guides, etc. Examples of projects: Honeywell, JVC, BlackBerry, Sunbeam.
* **Legal:** Contracts, patents, agreements, and general legal documents. Examples of projects: Government of Catalan, Government of Chile
* **General:** Print and online materials, manuals, forms, surveys, newsletters, etc., for translation agencies and direct clients. Examples of projects: McDonald’s, Chipotle.