

NITIN DHINGRA

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SUMMARY:

Certified Multilingual Translator – Spanish, Hindi & English with 5+ year experience in Spanish < > English and English < > Hindi translations. Linguaphile from early childhood. Successfully translated 500+ complete projects, ranging from documents to website contents. Looking to further improve my translation skills.

Qualification:

- Certificate in Spanish language, C1 from ROSETTA STONE in 2014
- Diploma in foreign language - Español from AMU in 2010-13.
- Native English Language course from RVM Institute in 2010.
- Diploma in Mechanical Engineering, Passed with 60% from HSBTE in July, 2008

Languages:

Spanish (Espanol)	English	Hindi
Native Proficiency (C1 Level)	Native Proficiency (Foreign Language Subject in School)	Native Proficiency (Mother Tongue)

Experience:

- **Freelancing**
Spanish ↔ English & English ↔ Hindi Translator
January 2017 ~ Present

Key Points

- Performed various translation and interpretation jobs including written texts, localization, audio files, and live speaking presentations.
- Arranged concurrent translation during corporate meetings to allow audience members to take part in Spanish & English language events.
- Translated text projects, including website content, news articles, and corporate reports.
- Upheld strict confidentiality policy when translating personal and diplomatic materials.
- Provided interpretation and transcription services as needed by corporate clients.
- Completed Subtitling Project & Voice Over of various video files.

Key Achievements

- Successfully translated over 500+ complete projects, ranging from documents to website contents, between English ↔ Hindi.

● ***PVL Pvt. Ltd.***

Full time Spanish Language Translator cum Engineering Advisor

From: Feb,2013 ~ Dec,2016

Key Points:

- Translated and created employee handbooks and technical documents from English to Spanish.
- Provide concurrent translations during corporate meetings
- Provide cultural input to speakers to help clients who did not speak similar languages communicate and understand one another.
- Responsible for translation of mails and written texts.

Skills:

- Excellent Verbal, Non-Verbal, and Written Communication.
- Cultural Awareness & Intelligence.
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills
- Adherence to Deadlines
- Accountability

IT Skills:

- Software: MS Office (Word, Excel, PowerPoint), Auto Cad, SolidWorks, NX – Unigraphics, PhotoScape, Filmora, Adobe Premiere Pro, etc.

Declaration:

I hereby declare that the above furnished information is authentic to the best of my knowledge.

PLACE: FARIDABAD

NITIN DHINGRA

Date:

Sign: