

Palki Chahal

Professional Title

Qualified academic with background and interest in Translation, Editing, Writing, and Teaching. Skilled at effective negotiations and upselling techniques present in respective domains. Utilises superior communication skills and critical cognitive abilities to build meaningful, trusting relationships. Collaborative learning is central to professional and academic opportunities.

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EDUCATION

M.A. English

Jamia Millia Islamia, Delhi, India

07/2018 - 06/2020

8.75 (Distinction- recipient of DSW scholarship)

B.A. (Honors) English

Miranda House, University of Delhi

07/2014 - 06/2017

First Division

PG Diploma in Translation

IGNOU

07/2018 - 06/2019

First Division

WORK EXPERIENCE

Copy-editor, Translator and Proofreader

WPSGP

12/2020 - Present

Achievements/Tasks

- Furnish content that is devoid of any grammatical, linguistic, or syntactical errors,
- One of the key responsibilities includes effective translation of given text by keeping the original meaning intact,
- Various tools like CAT, Prabandhak, etc. have been operated to carry out and assist with complex translations,
- Translated, edited, and proofread various documents including legal, technical, financial, scientific, educational, etc. completing within tight deadlines without assistance,
- Translated and edited 3000-4000 words in a day,
- Conducted in depth research or consulted with specialists to obtain information on technical translation or scientific pieces.

Editor-Literary Magazine

Jamia Millia Islamia

12/2019 - 04/2020

Achievements/Tasks

- Scrutinised and finalised written pieces to ensure accurate delivery,
- Guided UG and PG students with regard to writing and submission of final drafts of their literary and non-literary entries.

SKILLS

Real-time translation/ Machine translation

Proofreading

Wordfast

Research

Copywriting and copyediting

English, Hindi- fluency

PERSONAL PROJECTS

Defense Against the Cyber Arts (Research paper)
(12/2019 - 12/2019)

- Successfully presented a research paper at an International Conference- **The ASAR-International Conference on Social Science, Humanities and Business Management (ICSSHBM)**.

Annual Literary Festival (Jamia Millia Islamia)
(03/2019 - 03/2019)

- Organised an informal literary panel discussion, executed diverse roles in bringing the whole event together. Facilitated an engaging discussion as it included social media members of "Bookstagram" community with enormous following

Member, organising committee- Annual Literary Festival (Miranda House, University of Delhi)
(02/2016 - 02/2016)

- Displayed recognizable participation and leadership values while leading a team that was responsible for organising various literary and non-literary events at the festival.

CERTIFICATES

Academic writing and Research Methodology in English
(05/2020 - 05/2020)

Successfully completed a workshop on Research Methodology with excellent remarks.

Practical Translation Training Program
(02/2021 - 02/2021)

Learned about Translation in enormous capacity from a Translation workshop cum course organised by an Indian company.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency