

## RINKU GOYAL

Flat 16/04, Tower A, Cityscape Apartments, Hattiban, Kathmandu, Nepal

00977-9823 424150/ goyal.rinku8@gmail.com

I am fluent in French, Hindi, Nepali and English. I have gained extensive knowledge and experience in the process of translation between the mentioned languages from the completion of Master's Degree program in Translation with Language Technology (French into English) from Swansea University, Wales in the UK. I received Merit in Dissertation involving the intralingual and interlingual translation and subtitling of French telefilm Harkis 2006 into English.

### COMPUTER AND LANGUAGE SKILLS

- Computer- Assisted Translation (CAT) Tools: SDL Trados, OmegaT, Wordfast and DéjàVu
- Subtitling Software: ConvertXtoDVD, LvS (learning via Subtitling), Subtitle Workshop, Aegisub
- Office Tools: Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Outlook.
- Desktop Publishing (DTP) Tools: Indesign CS4, Dreamweaver, Adobe photoshop, CorelDraw

### EDUCATION

**Padma Kanya Campus**, Kathmandu, Nepal Diploma in Women Studies (9/2014)

**Swansea University**, Wales, UK, MATLT Masters in Translation with Language Technology, (9/2011) Major in French- English translation, Subtitled a French telefilm for dissertation

**Faculty of Arts, Delhi University**, New-Delhi, India BA (Hons) French (9/2009)

### WORK EXPERIENCE

*Freelance translator/ Valuepoint Knowledgeworks Pvt. Ltd., Bangalore, India, Client: Sanofi France, pharmaceutical* (French to English), 10/2020 – until present

*Freelance Quality controller / SDL* (English<>Hindi, English<>Nepali), 6/2012 – until present

Range of translation includes: technical maintenance and operation manuals, legal, aeronautics, telecommunications, computer software, pharmaceuticals, advertising, banking, e-commerce, certified academic certificates.

Transcription and translation audio and video files

*Freelance Transcreation project* (English to Hindi) for a travel and tourism campaign for the Birmingham Commonwealth Games in 2022 **Comtec Translations, UK**

*Freelance Subtitling QC* (English to Hindi) **SDL, Client: Amazon Prime**

*Recently worked as an English Language Assistant in France, Bourgoin- Jallieu at Lycee L'Oiselet High School*  
(09/2019- 04/2020)

*French Translator/ Mayflower Language Services, Client: Thomson Reuters' Client: Credit Suisse, Pune* (06/2018 – 06/2019)

Timely processing (Onboarding, Pre-processing, Clause Matching and Data Capturing) of a high volume of French and English contracts and other related documents, including but not limited to Master Agreements, Credit service Annex, Amendments, statements of work, confidentiality agreements and other legal documents. (ISDA, Repo, LDO, SL, PB)

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*French Language Contract Analyst / **Mayflower Language Services, Client: Pramata Knowledge Solutions, Bangalore (01/2017 –06/2018)***

Analyze invoices, legal contracts, Master Agreements in French language and extract key information from those commercial relationships to help large B2B enterprises drive revenue and business growth.

*Freelance translator / **Atlantic Language Services, UK***

*Freelance translator / **Alliance Francaise de Katmandou, French into English (7, 2013 – until present)*** Translation of the following documents:

- Decree regarding ONDRP Chapter II  
- Client: UNDP C/O Peace Building and Recovery Unit
- Certificat de Coutume

*Program Officer/ Part-time Program Officer / Volunteer **Chhahari Nepal for Mental Health (CNMH)** (6/2014- 4/2016)*

- Demonstrated outstanding case management (caseload of up to 80) and dedication to clients, as evidenced by repeated promotions throughout tenure
- Provided individual, home-based, group, crisis intervention services to diverse population of clients and their families; clinical issues included trauma, loss and wide range of mental health issues
- Prepared the Post Earthquake Response Report and participated in the relief activities
- Formulated and designed the yearly Newsletter for the organization for 2014 and 2015
- Initiated and managed waste minimization projects, where the clients and carers were trained to make paper tea coasters, paper baskets, bookmarks which were then used to sell at various awareness and fundraising events
- Organized and participated in the weekly Welcome center offering multiple activities to allow clients and carers to engage in indoor and outdoor activities, take part in counselling sessions and creative classes
- Developed and implemented trip programs for 50+ clients and carers
- Performed individual and family, agency, and home-based therapy for clients and their families with goal of maintaining intact families and improving family functioning

*Duties*

- Interviewed clients and their families to assess their circumstances
- Operated counseling or support to service users and their families
- Ensured both manual and electronic records and databases up to date

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- Participated in training, supervision and meetings
- Regularly visited clients at their home and interacted with their families and guardians
- Reviewed assessments of clients
- Prepared minutes of the monthly meetings and the annual meetings
- Accompanied clients to medical appointments and mental hospitals.

*Project Officer, Manohara Slum Project, Samudayik Sarathi Nepal (SSN)* (full-time employment, 8/2013-3/2014)

- Generated reports of the meetings and projects
- Prepared monthly and annual reports in regards to the Project
- Prepared fund raising proposals
- Translated reports from Nepalese into English
- Monitored and managed the assigned project resources to best meet project objectives
- Collected data such as baseline, actual values for costs, schedule, work in progress, and work completed and, report on project progress and other project specific information to the director of the organization
- Attended partners and NGO meetings relating to project activities
- Designed, established and managed appropriate project monitoring and evaluation framework
- Ensured the quality implementation of project activities and achievements of objectives

*Volunteer, Legal Section and Program Department - Maiti Nepal* (1/2013- 4/2013)

- Translated case files and applications from Nepalese to English
- Worked as an interpreter for other foreign volunteers
- Created records of files containing missing cases and domestic violence cases
- Interrogated the clients and prepared a gist about their experiences and incidents
- Managed the received monthly legal reports from the branches and sister organizations
- In-charge of undertaking correspondence with various other branches of Maiti Nepal, other NGO's and embassies.
- Handled the documents and paper works and correspondence to the concerned person, departments and organizations mainly missing person cases.
- Composed short stories related to cases and translation of cases regarding Human Trafficking
- Researched for the grants and awards applications

### TRAININGS AND PARTICIPATION

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- Completed 2 days training for Basic Trauma Counselling Skills For Emergency Relief Workers organized by Elijah Counselling and Training Centre (ECTC)
- Completed 2 days training at a workshop on Reflective Listening, The Listening Tent organized by Beli Foundation, USA in association with Australia Nepal Mental Health Network, Australia
- Participated in 8TH and 9th Kathmandu Marathon 2014 & 2015 in support of 'Because I am a Girl' Campaign
- Credit Suisse- Translate Contracts (legal) for data capture for CS' clients