**AREAS OF EXPERTISE**

*Translating documents*

*Proofreading*

*Interpreting*

*Terminology*

*Multi lingual*

**PERSONAL SKILLS**

*Detail orientated*

*Well organised*

*Friendly*

**PERSONAL DETAILS**

Anshu Jain

M: 08971202211

E: [singlaanshu@gmail.com](mailto:singlaanshu@gmail.com)

Nationality: Indian

Anshu Jain

Translator

**PERSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. Extremely knowledgeable Translator with a strong command over English, Hindi and Punjabi (read/write/speak) and 1.5 years’ hands-on experience. 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. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression. Before working as a Translator, I was a professional full time Software engineer for 7 years in IT industry, so know accuracy, commitments and deadlines very well.

**WORK EXPERIENCE**

***Enfold India***

**TRANSLATOR** December 2014 - Present

Working freelance for Enfold India, providing a translation and proofreading service for their website and mobile app. Involved converting documents and articles from English or Hindi to Punjabi language and ensuring that the finished converted articles relay the intended message as clearly as possible.

***Duties:***

* Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.
* Translation of documents/letters from English or Hindi to Punjabi & vice versa.
* Reviewing and proofreading mother-tongue text.
* Retrieving articles from newspapers, magazines & the internet & translating them into English.

***Amdocs***

**Senior Software Engineer** October 2009 – July 2013

***Tenon & Groove***

**Software Test Engineer** Feb 2007 – October 2009

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation software tools.
* Able to fluently speak English, Hindi and Punjabi.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Able to prioritize work.

**ACADEMIC QUALIFICATIONS**

**MCA :**

*Punjab Technical University 2011*

**M.Sc IT:**

*Sikkim Manipal University 2004*

**B.Com :**

*Punjabi University 2000*