Anupam Kumar

Sector - 18, Noida, Uttar Pradesh (India)

E-mail: allin1translation@gmail.com

 **CAREER OBJECTIVE**

To use my expertise in a company where I can contribute towards making a positive impact on your business/product/solution using my skills and experience.

 **AREAS OF EXPERTISE**

* Dedicated and extensive experience of 11+ years in the field of Translation and Localization.
* Specialization in General translation, Legal translation, Automobile translation, IT translation, Hindi Localization, Website translation, sports and gaming translation & many more.
* Good command of idiomatic English & Hindi language & Grammar.
* Extensive knowledge of vocabulary in both the languages.
* Ability to edit and review other translations.
* Remarkable interpreting skills.
* Excellent computer/word processing skills.
* A high degree of analytical, reasoning, comprehensive and leadership skills, comfortable in team as well as isolated positions.
* High software expertise in all the domains.

**RELEVANT SKILL SETS**

**Technical Skills:**

* **CAT Tools:** I am aware off SDL TRADOS 2015, Helium, LocStudio etc but these days I am working on MS office only.
* MS Office Applications :Word, Power Point, Excel, Access, Outlook etc.

 **PROFESSIONAL ACHIEVEMENTS- AS A FULL TIMER**

Worked with various Projects such as Ages of Empire (Gaming content), SAP, TATA E-learning, CEFI, Microsoft, Blackberry (RIM), Sony, Nokia, Prestige, Aashirvaad, Airtel, LG, Phillips, Hyundai, Exide Life Insurance, Nikon, Astrological books, dictionaries, Comics, Exide life insurance, Google content – Hotel descriptions, press release, Gaming content – Ages of Empire, Phoenix, Huawei, ArcGIS (ESRI), Gravity, Vigo Video, Tiktok, Ampme, Sumtotal, Sai Global – Code of conduct, Transifex per Betterworks, Sony, Nikon, Google, Novartis, Apple, Skoda, Facebook, Skype, MammyPoko, EPSON Printers, Marketing, Human resources, Employment magazine, TEVA, Mobile, Samsung, Medical, Weatherford-Falcon etc.

* Handled many projects for International Clients.
* Till December 2019, I have translated more than 7 million words from English to Hindi & vice versa.
* Worked with several international companies through internet.
* Multiple Fields of specialization:
* Telecommunication localization, Manuals and Brochures etc.
* Pharmaceutical (medications instructions for use and research documents on various pharmaceutical components & medications.)
* Sports & Gaming content (Play store games).
* Legal (Translation of Legal Examination Question Papers, Govt. Documents, Marriage & Death Certificates, Insurance Claim Documents, Contracts & various Personal Documents.)
* Technical (Instructions, user manual & catalogs for machinery, constructional machines, tools, parts & material etc.)
* Software (localization of software of mobile phones, warehouse management solutions, computer games, social networking sites etc.)
* Finance & Banking (financial & accounting reports), Electronics (instructions & user’s manual for consumer electronics, various kind of electronic devices, digital cameras, mobile phones etc), Marketing & Advertising (promotional materials & PPT presentations for Sony, Blackberry (RIM), Nokia, Hyundai etc.)
* Art (Art brochures, books, Interviews, TV games/Video Games etc.)
* Literature (Creative Writing, Poetry, Short stories, play & drama, subtitles etc), Media (Press releases, Advertisements etc.)
* Transportation & automotive, Multimedia, Religion, Fashion, Cosmetics, Education & Personal Documents.

**Work Experience**

* Currently working as a freelancer with various firms.

(Responsibilities:-

1. Translate/Transcreate and peer review the content from English to Hindi & vice versa.
2. Work closely with translation and review processes to ensure quality localization and monitor peer language data, if required.
3. Work closely with companies and their respective teams to develop specific terminology for new features and products and shape the voice tone for the product to be localized.
4. Work with localization project managers and other teams to identify and address linguistic issues.
5. Maintain language references such as terminology databases and style guide.
6. Ensure quality of high-priority products and visible materials through quality assurance and bug fixing a hands-on approach as necessary.
7. Assess the content volume and plan accordingly to personally attain the given targets in due timeline.
* Worked with leading translation company in Pune (From December 2011 till May 2018)
* Worked as a Project Coordinator cum Translator with leading translation company in Delhi (From June 2011 to November 2011)
* Worked as a Content Writer cum Translator for Astrological content (from Jan 2011 to June 2011).
* Worked with leading translation company in Mumbai as a Translator (from August 2008 till December 2010).

**EDUCATION & CERTIFICATES**

* Passed class 10th from CBSE in 2001.
* Passed class 12th from CBSE in 2003.
* Completed Bachelor’s of Science Degree in 2006.
* Completed Master’s Degree in 2009.

**STRENGTHS**

* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
* Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.
* Accurately relaying style or tone so that meaning remains the same when translating or interpreting from one language to another.
* Review translated material for accuracy of meaning, grammar & syntax.
* Answer client queries and giving feedback on it.
* Adhere to strict deadlines when dealing with translating written material.
* Protecting the confidentiality of material as required.
* Referring to reference sources as needed to insure accuracy of translated works.

**PERSONAL INFORMATION**

**Date of Birth:** 18.02.1985

**Sex:** Male

**Marital Status:** Unmarried

**Mobile:** I prefer mail communication. I will share if required in later stage.

**E-mail:** allin1translation@gmail.com

 **CO-CURRICULAR ACTIVITIES**

Listening Music & Driving etc.

 **DECLARATON**

I hereby abide by the above information about myself which are true to the best of my knowledge.

**Anupam Kumar**