**Career Summary**

**Am an open-minded, dynamic engineering professional with 10 + years of engineering experience, 10 years of article rewriting/rewriting and translation, proof reading and voice over and 7 years of tutoring experience for IGCSE and A level.**

**Professional experience**

**SAIDS, CHENNAI**

From June 2011 to till date

Job Scope

Online Tutoring of IGCSE & A level students in Mathematics, English & Computer Science

Online Training of students for IELTS examination

Training teachers/students for Microsoft Products

**FREELANCE WRITEr & Translator**

From 2011 to till date

Job Scope

* Translation, Reviewing and Quality Assessment of documents in the language pair English to Tamil and Vice Versa in various fields including (References can be provided on request).
* Technical (Engineering)
* IT
* Banking & Finance
* Insurance
* Automotive
* Education
* General
* Market survey
* Sub-titling
* E-learning
* Medical (ICF)
* Academic articles with different references put into use for school and college level students.
* Contributed articles for [www.thekarmayogi.com](http://www.thekarmayogi.com)
* Various other articles including technical (electrical engineering), property development articles and self-development articles for different clients through freelancing websites
* Transcription of audios/videos in English and Tamil
* Voice Over in Indian English and Tamil
* Can translate up to 2500 words per day
* Well versed with CAT tools- Trados, MemoQ, Wordfast
* A registered Translator in proz.com translation directory and for many linguistic service providers
* Can handle one episode of 40 minutes in three days (subtitling translation)
* Translated nearly 100episodes using Sub title edit app and Subty,
* Proz.com link : <http://www.proz.com/profile/2331385>
* LinkedIn Profile : <https://www.linkedin.com/in/anuradha-k-69430815/>

**MAJOR PROJECTS HANDLED**

* On line e-learning modules, various forms for a non-profit MNC which is into training people in Leadership and communication skills (~2.5 lakh words)
* Application forms used in bank for various purposes, banking loan scheme details, promotional letters, banking policies etc for few banks in India (~3.0 lakh words+ ongoing)
* Social media posts – Tamil to English (~50 K words)
* Life sciences projects (Forward and Back Translation) (~50 K words)
* Mobile application and website content (English – Singapore Tamil) – 25 k words
* Market survey for Home care/personal care/ electronic devices – 50 k words
* Company policies, Safety measures, Newsletters, various communication letters for an Indian Organization in India (on going project)
* Technical manuals for an automotive company (~1.0 lakh words)
* Google web clean project in client’s own platform (Tamil to English) ~ 50 K words
* Translated few chapters of a book on Environmental studies – Water and waste management – FSM Environmental Protection (~ 20 K words)
* Website/mobile application translation for financing companies (~50 K words)
* MTPE & Quality assessment of a major online marketing website – Ongoing
* Subtitle translation for major OTT platforms (web series and movies) - Ongoing **(~** 100+ episodes)
* UI domain translation for a major IT company ~ (25 K Words)
* Contents of a multimedia messaging app – Ongoing –(~30 K words)
* Translation for a translation management platform (~1.0 Lakh words)
* General policies, rules & regulations (~ 1.0 lakh words)
* Translated newsletters, articles and awareness brochures on Human rights (including, gender-based violence, discrimination, human trafficking, work place harassment etc) (~ 35 K words) – years of experience - 5

**self-employed Electrical Engineering CONSULTant, CHENNAI**

From December 2003 to December 2005

Job Scope

Design, Detailed Engineering of **Substations & Industrial Plants** involving following key activities

* Review of Contract Documents and prepare Project Design Basis, Specifications & Drawings
* Interface engineering

Key achievements

* Linguistic Services and Article writing
* Coaching of students for A levels (UK Board of Education)

**Education**

* Bachelor of Engineering (E &E) from Annamalai University in the year 1992

**Training programs attended**

* Training Programs conducted by Edexcel and Cambridge
* Continuously attend personality development seminars
* Participated in translation competition by **FICCI -Basha Anuvad**

**Personal Details**

* Date of birth : 14 May 1971
* Marital status : Married
* Languages known : Can read, write and speak: English (fluent) Tamil (native), Hindi (Intermediate)

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