

# Aritra Bhattacharya

## Freelance Translator

English To Bengali

Hindi To Bengali

Kolkata, West Bengal, India



7278323356

Mobile: +91 7278323356

Email: aritra.mailme@gmail.com

### Skill Profile

- Experienced translator/ interpreter
- Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy.
- Received numerous accolades from senior management for consistently providing excellent service and tactfully resolving sensitive issues.
- Excellent working knowledge using Microsoft Excel, WordPerfect, Microsoft Word, Google Docx, Google Sheet.
- Good filing and organizational skills
- Ability to take accurate phone messages and deliver messages promptly
- Good customer-relations background

### Academic qualifications

Graduates (B.A) Bengali

### Areas of expertise

- Technical/Industry
- Construction
- Legal
- Logistic
- Oil and Gas
- Accountance

### Work experience

#### Freelance Translator (June 2016 to Present)

Oil and Gas, Construction, Legal, Financial, Accountant, Technical, IT, Business areas, Medical Translation and proofreading:-

- Contracts
- Reports
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets
- Worker's manuals

### Declaration

I hereby affirm that all the information, stated above, is true to the best of my knowledge and belief.

### Pricing

- 0.10 USD/per word or Depends on Project
- 0.10 EUR/ per word or Depends on Project
- 0.10 GBP/ per word or Depends on Project
- 1.00 To 5.00 INR/ per word or Depends on Project

### Personal attributes

- Punctual, always on time.
- Able to communicate in a clear, legible, objective and professional manner.
- Able to contribute effectively to a team effort.
- Friendly, polite and approachable.
- Able to work alone without supervision.
- Willing to work long hours.
- Being attentive to customers needs.
- Flexibility to do different tasks.
- Confidence in giving advice and information.
- Ability to follow set procedures correctly.
- Having enough stamina to keep going.

### Personal

Driving license: Yes  
Nationality: Indian  
Languages: Bengali, Hindi, English

*Aritra Bhattacharya*

(Signature)