

Arshpreet Kaur

Post graduate in Pashto language. Multilingual. Her area of expertise are geopolitics of Afghanistan, South-Asia, Cultural-Studies, Diaspora Studies and India's historical connection with Afghanistan. She also opted visa for Afghanistan under a cultural study program but due to Taliban's rising role in Afghanistan, the event got cancelled. Ms Kaur has also worked as a Translator and interpreter.



arshpreetkaur7843@gmail.com

6280877652

new delhi, Delhi, India

EDUCATION

Masters

Jawaharlal Nehru University, New Delhi

07/2018 - 06/2020

New Delhi

Courses

- pashto language and literature

Graduation

Jawaharlal Nehru University, New Delhi

07/2015 - 06/2018

New Delhi

Courses

- Pashto language and literature

WORK EXPERIENCE

Transcriber and Translator

WordsLead Pvt. Ltd

01/2021 - 06/2021

Ghaziabad, Uttar Pradesh - 201010

Achievements/Tasks

- Transcribed sensitive documents with complete confidentiality
- Independently Contracted, working through an online portal Edited drafts created from speech recognition software
- Listened to recorded dictation and transcribed information using transcription tools and Google Docs
- Edited drafts created from speech recognition software Proofreading of content in Punjabi, Hindi and English language
- Performed freelance work with flexibility to meet employer - set requirements
- Worked on OnlineTyari software to translate NCERT notes From English to Punjabi and Hindi and Vice versa

All India Radio New Delhi

Worked as News Reader and Announcer in External Service Division for Pashto Language. Drafted and Translated news for Afghan diaspora around the globe. Managed Radio Transmission for Pashto language on Assignment basis.

Phd Research Scholar in West Asian Studies at Jamia Millia Islamia (Since May 2023)

SKILLS

translation transliteration transcription
content writing typing research leadership
quality orientated

PERSONAL PROJECTS

Online Hindi to Hindi transcription of audio files (11/2017)
Punjabi folklore stories typing and Editing (08/2019)
Urdu to English Poetry transliteration project (11/2019)
English to Punjabi and Hindi of NCERT notes; Part time Translation Project (01/2021 - 04/2021)

RESEARCH PAPERS/ CERTIFICATES

Presented Research Paper entitled 'Gandhara in Indian mythology and Culture' in Online International Conference on "Socio- Cultural Relations between India and Afghanistan in Pre- Islamic Era" held on 23 March 2021 by Centre of Persian and Central Asian Studies, Jawaharlal Nehru University, New Delhi, 110067
Participated in India-Africa Youth Summit held by JNU New Delhi on 20 October 2015
Volunteered and participated in 2 days Intentional Conference on "Indian Epics and soft power; India and Southeast Asia" JNU New Delhi on 6-7/11/2019

LANGUAGES

Punjabi Native or Bilingual Proficiency	Hindi Full Professional Proficiency
English Full Professional Proficiency	Pashto Full Professional Proficiency
Persian Elementary Proficiency	Urdu Professional Working Proficiency

INTERESTS

learning new languages exploring new cultures
reading writing fiction and non fiction both music
Sci-fi movies