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**Arvinder Singh**

 **(Freelance Punjabi Translator)**

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**“People who love their Mother Language never fail in life”**

* **Working Area : Translation, proofreading**
* **Attitude : Reliable, Flexible, Expert, Full Night-Time, Client-Oriented,**

**Service-Minded, Constant availability**

* **Mother Tongue : Punjabi**
* **Source languages : English, Hindi, Punjabi**
* **Target languages : Punjabi, English**
* **Capacity : 2500 Words / Day For Translation, 6,000 Words / Day For Proofreading**
* **Rates : Per Word as per Project depth and Client Requirement**
* **Software : Microsoft Word**
* **Experience :**
	+ - * + **In translation and proof-reading (review) – 8 years**
				+ **15 Years working includes**
				+ **Aviation Department**
				+ **Computer Maintenance**
				+ **Networking Department**
				+ **Software/Web Development (Visual Basic -6 PHP MySql Ajax Scripting etc)**
* **Translation Works :**
	+ - * + **GENERAL (Education, Websites, Certificates, Correspondence, Tenders)**
				+ **BUSINESS (Tourism, Accounting, Banking, Financial, Logistics, Shipping,**

**Warehousing, Catering and Trade, Insurance)**

* + - * + **TECHNICAL (IT, Hardware and Software, Machinery, Electronics)**
				+ **LEGAL (Contracts, Official Documents)**
				+ **MEDICAL (General Medicals)**
* **Education :**
	+ - * + **BBA(Comp Appl), Dip. Computer Application**
				+ **Dip. Telecommunication & Electronics**
				+ **Advance Courses in AVIONICS Systems**
				+ **Certification in Computer Network Security**
				+ **Advance Course in Visual Basic 6 Programming**
* **Tech Experience :**
	+ - * + **Navigation System Maintenance, Test Benches Work, Repair ,**
				+ **Modification in Avionics Systems**
				+ **Computer Networking, Hardware Repair**