CURRICULUM VITAE

DEBASISH MAITY

Father’s Name: Asim Maity

E-mail: [maitydebasish33@gmail.com](mailto:maitydebasish33@gmail.com)

Mobile: +919091314708 / 7063226361

Date of Birth: 12thOct, 1996

Sex- Male

Nationality- INDIAN

* ***Permanent& Present Address:***

*Permanent :* Vill - Kalichak, P.O - Bargobinda, P.S-Ghatal, Dist

-Paschim Medinipur, West Bengal, Pin-721211

* ***Educational Qualifications:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACADEMIC** | | | | |
| **Examination** | **Board** | **Organization** | **Year of Passing** | **Percentageobtained** |
| **Secondary** | **W.B.B.S.E.** | **KALICHAK BARGOBINDA**  **DESHPRAN HIGH SCHOOL** | **2012** | **78.28%** |
| **Higher-Secondary** | **W.B.C.H.S.E**  **.** | **GHATAL VIDYASAGAR HIGH SCHOOL** | **2014** | **60%** |
| **GraduationChemistry(H)** | **I.G.N.O.U** | **MEDINIPUR STUDYCENTRE-2813** | **2020** | **64%** |

* ***Additional Qualification:***

Certificate in Desktop Publishing From Ghatal Youth Computer Traing Centre.

### Experience

Freelance Bengali Editorial Translator & Bengali Marketing Content Translator & Proof Reader

2018-01 to ONGOING

* Translated 1000+ educational content and product descriptions from English to Bengali, ensuring accuracy and conforming to guidelines
* Crafting high-converting copywriting of school books and digital marketing materials, including product descriptions and meta tags
* Excellent attention to detail when converting English marketing materials to Bengali
* Translated 50+ contents, including articles, comics, from English to Bengali, with excellent accuracy
* Mastery of Bengali grammar, syntax and vocabulary

**Special SKILLS as a Bengali Translator**

* Proficient in Bengali and English language
* Strong written communications
* Detail-oriented
* Can meet strict deadlines
* Copywriting
* Marketing
* Ability to work cross-function

Validator

2021-05 to ONGOING

***Responsibilities***

1. Translate/Proofread/Validate the Bengali Q&A's based on the Project requirement.

2. Proofread – Minimum of 100,000 Lakh words per month

3. Validation – Minimum of 200,000 Lakh words per month

4. Translation – Minimum of 200,000 Lakh words per month

5. Words be reviewed on below error types to produce error free content;

* Grammar Mistakes Bengali Language.
* Spelling Mistakes.
* Equation issues (If applicable to Subject assigned).
* Display and Symbol Issue.
* Wrong Words Usage (Academic point of view for subject assigned)
* Sentence Framing

6. Fixing issues flagged in content raised by UAT Team on priority in their last output and

henceforth.

7. Per Q Cost Deduction applicable on the number of questions less output from the target.

**Bengali Transcription Freelancer**

2020-01 to ONGOING

***Responsibilities***

* Listen to and write out audio recordings
* Edit your transcriptions before filing them
* Keep transcriptions organized for later use
* Also worked in many events & modeling projects and NGOs
* ***Language Known:***
  + **English (Reading, Writing &Speaking)**
  + **Hindi (Speaking)**
  + **Bengali (Reading, Writing & Speaking)**
* ***Hobbies:***

1. **Reading books**
2. **Listening to music.**
3. **Travelling**

* ***Career object:***
  + **To join an organization that provides better working culture, higher responsibilities and career growth.**
  + **To contribute my efforts towards organization honestly and sincerely and build my career in this profession by utilizing my abilities and knowledge.**
  + **Ready to take any challenge that comes on the way.**
* ***Declaration:***

All the above information are accurate to the best of my knowledge any discrepancy found above will lead to the cancellation of the application.

Date: 30/01/2021

**Place: Paschim Medinipur**

(DEBASISHMAITY**)**