

FREELANCE TRANSLATOR CV

Deepak Kumar

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Summary: Professional **Certified** Translator having 7+years experience in translation.

Objective: Fast and efficient translation services, delivery before deadline, always Satisfied customers.

Native Speaker: Hindi

Translation Language: English to Hindi & vice-versa.

Work Experience Details (Regular):

Employer : JNU, New Delhi (On Contract)

Duration : September – 2017 to till date

Role : Translator cum Hindi Typist

Responsibilities:

- Letter Drafting in Hindi, English & (Transliteration) Language.
- Translation of files from English to Hindi
- Diary Dispatch (Computerized).
- Handling correspondences or letter coming via Daak and via E-Mail.
- All Computer related words i.e. Emails, uploading file in a websites.

Work Experience (Major Projects as Freelancer):

Year	Company Name	Subject	Total Words	Source Language	Target Language
2017	NCERT, NEUPA, New Delhi	Annual Report	25,000	English	Hindi
2018	IIT, Dharwad, Tamilnadu	Annual Report	55,000	English	Hindi
2019	IIT, Dharwad, Tamilnadu	Annual Report	59000	English	Hindi
2019-20	IIT, Dharwad, Tamilnadu	Annual Report	53,000	English	Hindi
2021	IIT, Dharwad, Tamilnadu	Annual Report	60,000	English	Hindi
2022	IIT Dharwad, Tamilnadu	Annual Report	61,000	English	Hindi
2022	State Bank of India	Forms and Circulars	2,000	English	Hindi
2023	NUEPA, New Delhi	Circulars and Admission Forms	10,000	English	Hindi
2023	Food Safety in Sweden	File	200	English	Hindi

I work full-time as a freelance translator with my own business from a home office. My many years in translation in regular, part time and freelance experience, education and cultural experiences have given me unique and complex insight into India and the Indian language (Hindi & English), which I apply to all my translation specialty areas. They keep me busy, but I am always open to discuss additional agreements with new agencies and language professionals.

I am a professional member Translation Directory.com etc.

OTHER SKILLS AND COMPETENCES:

Besides the translation I can proofread and Edit the document very well in Hindi as well as English also.

FORMAL EDUCATION/TRAINING:

Degree	Board/Univ.	Year of Passing	% Marks
PGDT	IGNOU	2022	61%
BA	Univ. of Delhi	2014	76%
XII	CBSE	2002	73.50%
X	CBSE	2000	82.83%

Computer Skills: MS Office & Internet

Personal Details:

Date of Birth : 2nd January 1982

Present Address : G-66/1,Gautam Nagar, New Delhi -49

Skype ID : <https://join.skype.com/invite/vXjQkCfQQYGx>

Declaration:

I here by declare that the above mentioned details are correct up to my knowledge and I bear the responsibilities of above mentioned particulars.

Deepak Kumar