**Devyani Purkayastha**

**Mobile:** +91 9833213279

**E-mail:** devyani.translator@gmail.com

**AREAS OF EXPERTISE: (PROFICIENT IN BACK TRANSLATION )**

***Translating medical, legal, technical, research, literary, media and other*** ***general documents,***

***Proofreading,***

***Interpreting,***

***Voice Overs,***

***Terminology,***

***Multi lingual Indian languages and English***

**PERSONAL DETAILS:**

**Academic Qualification: PG in Journalism and Mass Communications**

**Experience as translator and interpreter: Since 2009 till now (now available fulltime)**

**Translation for the following languages -----**

**Hindi - (Straight and back translation)**

**Bengali - (Straight and back translation)**

**Assamese – (Proof reading and back translation)**

**Marathi (Proof reading and Back Translation)**

**KEY SKILLS AND COMPETENCIES:**

Familiar with translation software tools,

Able to fluently speak and write **Bengali, Hindi, English & Assamese**

Good tonal quality for Voice Overs,

Excellent communication and social skills,

Able to work to tight deadlines,

Highly skilled in Word, Excel and Microsoft Outlook,

Willing to travel occasionally for interpreter job,

Able to prioritise work.

**DUTIES:**

\*Researching legal & technical phraseology to ensure the correct translation is used. \*Liaising with clients to discuss any unclear points.

\*Providing guidance & feedback & creating customer-specific style guides.

\*Translation of documents/letters from a foreign language to English and vice versa. \*Reviewing and proofreading mother-tongue text.

\*Revising more junior translators' translations.

\*Conducting face-to-face interpreting.

\*Telephone interpreting.

\*Working as a translator for Law firms, charities and local councils.

\*Supporting the translation team with other projects when necessary.

\*Excellent English speaking and writing skills.

\*Retrieving articles from newspapers, magazines, internet and translating them into English.

**PERSONAL SUMMARY:** An Indian citizen, a multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner, who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues as I am also serving as a journalist for last 10 years. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles as well as boundaries.

**I would like to work as a translator as well interpreter for a successful and ambitious company that offers great opportunities for career development and progression. References will be available on request.**

Rate Card for Translation

Being based in India, my rates are among the most competitive in the industry. My rate for

translation is calculated per word of the source text.

Translation: Indian Languages-

**Rate Table (Regular Translations):**

From English to Indian Languages (Bengali, Hindi, Assamese) - Rs. 50 per 100 words

Back translation – From Indian Languages (Bengali, Hindi, Assamese) – Rs. 100 per 100 words

Hourly Output : 250 words per hour.

Daily output : 3000-5000words per day (Depending on the content).

Payment Term : NET 30-45 days

Payment Option:

1. Through Net Banking
2. Through PayPal (International Transactions)

Availability : 08:00 am to 8 pm (Mon-Fri).

 9.00 am to 2.00 pm (Saturday, Sunday)

Actual rates can range from INR 0.75 – INR 1.00 for projects of very high volume (>1000 words) with

low complexity of subject matter, and up to INR 1.50 for low volume projects of high complexity.

Further determining factors are language, deadline and file format (standard: MS Word, MS Excel,

MS PowerPoint, Html, Txt, rtf, Xml).

With website localisation, there will be a small additional fee for image editing, creation of language

selection elements and updating of links. If you want a sample of my work I will send 100-word free

translation sample an evaluation. You can negotiate for rates.