**GURPREET KAUR**

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 Dera-Bassi, Mohali,

 Punjab-140507.

**Professional Summary**

 Highly skilled and experienced Translator with a strong background in translating Medical and Legal Documents. Successful at maintaining meaning, flow, and specific characteristics of original words when translating documents or spoken words. Converses easily in four languages. Excellent listening and communication skills with an organized and systematic approach.

**Career Objective**

* To obtain a challenging position with a career growth potential in a reputed firm to utilize my education and experience for effective growth of the firm.
* Use my knowledge in practice and learn more from experience through continuous hard work and devotion to work.

**Present Job**

* Working as a Linguistic expert and Proofreader in eLanguageWorld as a full-timer. Involved in converting documents and articles from a source language to a target language and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Skills**

* Document review
* Rich vocabulary
* Knowledge of Legal and Medical Terminology and Processes
* Time Management
* Proofreading skills
* Client Confidentiality
* Communication
* Organization
* Translation Software

**Languages known**

* English, Hindi, Gujarati and Punjabi.

**Language Pair**

* Gujarati to English and vice-versa
* Punjabi to English and vice-versa
* Hindi to English and vice-versa

**Services**

* Translation and Proofreading

**Specialization**

* My expertise domains are Medical, Legal, Media and General.

**Output**

* Translation: 3,000 words per day
* Proofreading: 4,500 words per day

**Other Work Experience**

* Worked in Vitra.ai, Bengaluru, as a full-time Linguistic expert for 1 year and 4 months.
* Worked as a Legal Freelance Translator for about one year.
* Worked as English Stenographer with Advocate H.S.Bulani for 2 years.
* Worked as a Customer Care Executive and Quality Analyst in E-Tech (Web Based) for 2 years.
* Worked as an English Teacher at Central Public School, Divine Life International School, and Mount Litera Zee School for nearly about 8 years.

**Education**

* Bachelor of Commerce from Gujarat University in 2004.
* English Shorthand (60 W.P.M.) in 2002.
* Giani distance course of 2 years from Sikh Missionary College at Ludhiana.
* Well-versed with Microsoft Office, Financial Accounting Systems, and other account-related software.