

Kamakhya Basumatary

Contact:

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Email:

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Skills:

Creative writing

SEO

Digital editing

Web Designing

Translation

Transcription

Languages:

English

Hindi

Bodo

Assamese

Bengali

Spanish

Malayalam

Interests:

Blogging

Videography

Travelling

Music

Fine Arts

Detail-oriented transcriptionist and translator with a 7-year background in translating text, voice recordings, conversations or presentations to written form. Accurate and efficient professional well-versed in reviewing and editing drafts and translating content in diverse fields. Proficient in translation to English from multiple languages including Bodo, Assamese, Hindi and Bengali.

Work History

Freelance Consultant at Mayra Enterprise, Greater Noida

Remote (Greater Noida) - October 2023 - Current

- Translated/transcribed texts and content from source to Bodo language.
- Reviewed translations and ensured quality control.

Freelance Transcriber at Productive Playhouse

Remote (California) - March 2023 - Current

- Created a Bodo Language Verification Test.
- Reviewed videos and content for Quality Control.
- Reviewed and authenticated Language verification tests for new prospects.
- Conducted in-depth research for decoding input language and translating content into the target language.

Content Head at The Bodo Chronicles

Gurgaon - June 2016 - April 2019

- Conducted research and collaborated with subject matter experts to develop accurate content.
- Assisted in creating and implementing user-friendly and SEO-driven content guidelines.
- Utilized analytics and site metrics to determine areas of improvement.
- Edited and sourced images and videos using Adobe Premier Pro and Corel Draw.
- Managed content publishing and project initiation.

Content Writer at Mool Content Solutions

Gurgaon - February 2016 - May 2018

- Wrote and edited high-quality travel content under deadline pressure with exciting, captivating, and authentic approach.
- Completed thorough research into assigned topics.

Provided writing support in fast-paced environment for variety of public-facing materials.

Education

Bachelor of Technology at Assam Engineering College, Guwahati

July 2008 - May 2012