

Kiran Malhotra

AREAS OF EXPERTISE

- Advertising & Public Relations
- Transportation / Shipping
- Linguistics
- Manufacturing
- Human Resource
- Military / Defense
- Journalism
- Ecology / Environment
- Academic
- Law
- Medical (General & ICF)
- IT (Information technology)
- Engineering
- Food & Dairy
- Forestry / Wood / Timber
- Religious Books
- E-Learning materials (All Sub.)
- Technical

TECHNICAL SKILLS

- MS Office
- Adobe Illustration
- Trados Studio
- Microsoft Localization Studio
- Corel Draw
- Word Fast

Translator

Mob: +91 9482592792; **Email:** kiranmalhotra18@gmail.com

PERSONAL SUMMARY

A multi-skilled, reliable & 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 & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

EDUCATIONAL QUALIFICATION

- ☑ MBA from New Delhi Institute of Management Studies (MKU), New. Delhi 2008-10
- ☑ Graduate in B.Sc (Math) from Shimla University
- ☑ Passed Higher Secondary from H.P Board (Dharamshala) with Science

PROFILE SUMMARY

- ☑ A result oriented professional with 7 years of experience in translating general, religious, social, cultural, technical & other content from English to Hindi & Vice Versa.
- ☑ Similar experience in developing content for company websites, blogs, white papers, business collaterals, case studies, requirement-understanding documents and advertising copy.
- ☑ Experience in translating, writing, rephrasing, proofreading, editing and managing content both for B2C and B2B clients.
- ☑ Expertise in quickly sizing up assignments, setting priorities, creating a timeline and delivering high quality content for multiple platforms within defined time frames.
- ☑ Leveraged knowledge of best SEO practices in creating content as per SEO requirements for better search engine performance.
- ☑ Excellent written and verbal communication skills; passion for keeping up-to-date with developments in the digital and social media landscape.

WORK EXPERIENCE

- ☑ Working as a freelance translator and Proofreader Since 2009

- ☑ Translating various types of text since 11 years from English to Hindi, Punjabi & Vice Versa.
- ☑ Proofreading text content for various sections since 11 years.

AREA OF SPECIALIZATION

- ☑ End-to-end localization cycles, localization engineering, testing.
- ☑ Content sourcing and translation management
- ☑ Very good interpersonal skills for fruitful business associations
- ☑ Managing teams with variant cultural backgrounds and different geographic locations
- ☑ Vast experience in Google & Microsoft product localization
- ☑ Managing multi-partite projects

REFERENCES

- Moraine group
- Ansh Intertrade
- Manipal City & Guilds
- MeritTrac
- Compete India
- Fidel Tech
- Net Creative Mind
- Cosmetic & Herbal News
- Delhi Footwear Market News

KEY SKILLS

- ☑ Excellent command in languages Punjabi, Hindi and English
- ☑ Excellent writing and analytical skills with huge creativity
- ☑ Leadership quality to gather and motivate colleagues and employees.
- ☑ Familiar with translation software tools
- ☑ Excellent communication and social skills
- ☑ Able to work under tight deadlines
- ☑ Highly skilled in Word, Excel and Microsoft Outlook

LANGUAGES KNOWN

English (Speak/ Read/ Write)

Hindi (Speak/ Read/ Write)

Punjabi (Speak/ Read/ Write)

PERSONAL

Marital Status : Married

Date of Birth : 16/04/1985