



Meenakshi Thakur

SENIOR EXPERIENCED FREELANCER.

CONTACT

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✉ meenakshithakurshah@gmail.com

PROFILE

Innovative, creative and professional. Specialized in Translation, Transcription, voice over, proofreading, data entry, customer service and teaching. I am a cheerful, ambitious and resilient person. I love my job and achieving milestones working with a team.

LANGUAGES

Hindi - Native
English- Proficient
Sanskrit- Basic
Punjabi- Basic
Bhojpuri- Basic

REFERENCES

Available upon request.

EDUCATION

Delhi University

Political science Degree
2010/2012

Oxford Institute Delhi

Graphic and web designing certification
2009

WORK EXPERIENCE

- **Big Slate Technologies LLP: [2015-2017]**
[EDUCATIONAL CONTRIBUTOR]

My responsibilities as **an educational Contributor** were to actively participating in question making and their answer giving and strategies for students from different standards.

- **Injester Inc from Japan: [2016- 2022]**
[TRANSLATOR] & [TRANSCRIBER]

My responsibilities as a **Translator** were to translate excel sheets and to transcribe from English to Hindi. I worked and enjoyed this project with commendable and satisfactory remarks from my client.

DOMAINS ALLOCATED: Hospitality, Medical, Educational, General, Legal, scripts, Health management, Free discussions and scenarios.

WORDS COUNT DONE: Hospitality-100000

Medical-50000

Educational-200000

General-400000

Legal-13000

scripts-20000

Health management-50000

Free discussions-800000

scenarios-2000000.

- **Injester Inc from Japan: |2019- 3 april
2023**

[PROOFREADER]

My responsibilities as a **Proofreader** were to proofread excel sheets. It was a huge project. Worked and learnt many new things and had a good time with client.

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White Globe Mumbai: |2022-Currently working

[Freelance translator] & [Freelance Voice Over Artist]

currently working with them on multiple portal for Bilingual languages.

English to Hindi, English to Bhojpuri vice versa.

**DOMAINS ALLOCATED : Medical, Educational, Gaming, Subtitling, Content translation, Legal Movie,
General documentation, MCQs and others.**

WORDS COUNT DONE : Medical- 30000,

Educational-100000,

Legal-6700,

Gaming-18900,

Subtitling-6000,

Content translation-35000,

Movie-6000,

General documentation-20000,

MCQs and others-15000.

SKILLS

- English to Hindi to English Translation
- English and Hindi Transcription
- English and Hindi Proofreading
- Teaching
- English and Hindi Writing
- English and Hindi Copy editing
- English and Hindi Content writing
- English and Hindi Voice Over
- Typing 35wpm.
- MS Office
- MS Excel
- Power point
- Data Entry
- Educational contribution
- customer service

Verified by: M̄eenakshi
on 10th of may 2023 at Delhi, India.