**N. Nalini Khatri**

Freelance Translator/Proofreader/Editor

Flat # 8, 2nd floor , Park Avenue Apts,

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Chennai – 600030, INDIA

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**Native Language**: Tamil

**Language pairs in which I work**:

* English > Tamil
* Tamil > English

**Services I offer**:

* Translation/Back-translation
* Editing
* Proofreading
* Typesetting

**Specialization**:

* **Medical / Pharmaceutical** – Clinical trial documents like Patient Information Sheet, Informed Consent Form/Assent Form, Patient Id card, Evaluation sheet , Medical Study Diary, Interactive Voice Response System, Pharmaceutical Product Resume, Research reports and articles , marketing materials.
* **Medical / healthcare** – Health Information brochures/ leaflets , Instruction / User manual for medical devices, Patient report/profile, Psychology tests including questionnaires, instructions, interviews and reports.
* **Engineering / Automotive** – User manual, maintenance manual, Industrial safety brochures, instruction leaflet, PPT presentations, marketing materials.
* **Marketing** – market survey; product /service brochure, catalogue & website, Press release, Print Ads & TV commercials.
* **Business (General/ HR/ Finance)** – Business Compliance manual, Employee Survey Questionnaire, Employee training courseware, Company profile, Company Newsletter, Annual report.
* **Public Authorities / Institutions**- Information to immigrants, letters, brochures, leaflets; Visa declaration, Public service information materials (Census website, Prisoner information booklet); EU tender documents.
* **Certificates** – Birth, death, marriage, divorce, adoption, education, Pay Slip, bank statement, ration card, passport.

**Other working fields:**

* **Telecom/It:** Localization of PC and mobile software and games, Software User & training manual.
* **Legal (General):** Insurance claims, FIR, court documents for civil cases.
* **Aviation**: In-flight movie reviews, Flight instructions for cabin crew, passenger flight information.
* **Environmental:** Safety brochures(Waste management)
* **Subtitle translation**: Movies, Education DVD, tourism CD
* **Education** : Academic courseware- Math, Science(schools), Singapore education ministry documents, Online learning materials

**Computer Equipment and Software:**

* **Operating System**: MS-Windows 10
* **Software**: MS-Word 2010, MS-PowerPoint 2010, MS-Excel 2010
* **File Formats** : .DOC,.XLS,.PDF,.HTM,.XML,.PPT
* **Internet Connectivity**: Hi-Speed Broadband
* **CAT Tools**: wordfast pro 60.
* **Tamil Fonts used:**  Unicode (Arial Unicode MS, TSCu\_Paranar, Latha), Bamini, TTF(BRH Tamil, TM\_Valluvar, Shree-Tam, tab-Anna, Tab-janani)

**Miscellaneous Translation information:**

* **Working as freelance translator since**: year 2011
* **Output per day**: 1000-1500 words
* **Work days/ hours**: Monday to Saturday
* **Time** **Zone**: Indian Standard time (GMT +4.30 hours)
* **Payment methods accepted**: Check, Bank/Wire transfer, PayPal (for amounts <100 USD)
* **Payment terms**: NET 30 days
* **Test Translation**: willing to do; In case if tests >250 words, the usual translation charge would apply

**Education**

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| --- | --- | --- |
| **year** | **Course name** | **Place of study** |
| 1989-1992 | Bachelor of arts (corporate secretaryship) | University of Chennai, India |

**Work experience:**

* 7 years experience as freelance Internet Marketing executive, - Blog management, content editing, Facebook, twitter management, Link exchange etc. to drive traffic to client websites.
* 6+ years experience as freelance translator.

**Personal Information:**

* Female, Indian national
* Born and raised and currently living in Chennai/India ,with husband and two children