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Objective:

Dynamic and detail-oriented professional translator fluent in [Hindi & English] seeking an opportunity to utilize language skills and cultural knowledge to help facilitate effective communication across diverse audiences.

Summary:

- Experienced translator with [15] years of hands-on experience in translating & vetting/Proof reading of documents, speeches, and other materials from [English] to [Hindi] and vice versa.
- Proficient in interpreting written and verbal communication accurately and effectively, maintaining cultural sensitivity and context throughout the translation process.
- Strong communication skills and ability to work efficiently under pressure and tight deadlines.
- Familiarity with translation tools and software to enhance productivity and accuracy.

Professional Experience:

[Senior Translation officer]
[Min Of labour ,Govt of India], [Andheri,Mumbai]

- Translate a variety of documents such as official reports, contracts, and marketing materials from [English] to [Hindi].
- Interpret business meetings, conferences, and negotiations for clients.
- Collaborate with team members to ensure consistency and accuracy across all translations.
- Conduct quality assurance checks to verify the accuracy and integrity of translated materials.
- Utilize translation tools and software to enhance productivity and efficiency.

Education:

[Master's Degree] in [English], [Osmania University], [Hyderabad], [1997r]

Certifications:

Certified Translator (if applicable)
[Central Translation Bureau], [2013]

Languages:

- [Fluent in English]
- [Fluent in Hindi]
- [Proficient in Bhojpuri Dielect]

Skills:

- Strong written and verbal communication skills in multiple languages
- Proficiency in translation tools and software
- Cultural sensitivity and knowledge
- Attention to detail and accuracy
- Time management and organization skills

References:

Available upon request & willing to work part time in flexible working hours.