



NISHI(Priya) SHARMA

(ENGLISH <> HINDI / ROMAN TEXT)

CONTACT

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Utter Pradesh, India

Professional summary

SKILLS

TRANSLATOR, TRANSCRIBER, AND EDITABLE PDF

- **Fluent in English/Hindi**
- Proficient in Expertise in transcribing audio and video content with high accuracy
- Editable PDF
- Skilled in using transcription software
- Strong attention to detail and excellent time management
- Excellent written and verbal communication skills
- Knowledge of subtitling software

SOFT SKILLS

- Communication
- Teamwork Creativity
- Pressure Handling
- Education

EDUCATION

D.A.V. Uttrakhand

Degree B.Com

1991-1994

LANGUAGES

Hindi



ENGLISH



(ENGLISH / HINDI)

PROFILE

A motivated and results-oriented professional using enthusiasm, perseverance, and a strong desire to contribute positively to the organization and become a valuable asset.

- Seeking challenging work opportunities in an interactive environment to enhance knowledge, skills, and advance in my professional career for the benefit of the organization.

WORK EXPERIENCE

Freelancer

5 years

- Translated and transcribed a wide range of documents, audio, and video content including documents, records, and academic papers.
- Collaborated with clients to ensure translations and transcriptions met specific needs and cultural nuances.
- Maintained a 99% accuracy rate in all transcriptions and translations.
- Managed multiple projects simultaneously while consistently meeting deadlines.
- **Translator and Transcriber (Greek <> Hindi / Roman Text)**
- Translated documents from English <> Hind/Sanskriti, Hindi <> English/Sanskrit ensuring accuracy and cultural relevance.
- Transcribed audio and video recordings, (Same languages and Hindi Roman Text)
- Proofread and edited translated documents for quality assurance.
- Provide linguistic translation to ensure accurate translation of the specific service

TOOL'S

- Across (CAT tool)
- Adobe Acrobat (PDF viewer)
- Adobe Illustrator (Graphic des)
- Adobe Photoshop (Graphic des)
- ChatGPT (Other)
- Microsoft Excel (Spreadsheet)
- Microsoft Office Pro (Word pro)
- Microsoft Word (Word process)
- Pagemaker (Desktop publisher)
- Powerpoint (Presentation)
- WebTranslatelt.com (TMS)
- Canva