

**Olivia Banerjee**

Freelance Translator & Proof-reader

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**Areas of Expertise**

* Clinical research documents translation
* Advertisement translation
* Proofreading
* Interpreting
* Voiceover

**Professional Skills**

* Expertise in MS office
* Bengali writing & reading Skills
* Bengali comprehension Skills
* Bengali cultural knowledge

**Personal skills**

* Detail oriented
* Well organised
* Team player

**Languages**

* Bengali – Native
* English – Professional
* Hindi – Professional

**Personal Details**

Address: Unique Aurum -2, Flat No. 1205, Poonam garden Road, Mira Road (E), Thane, Mumbai, Maharashtra; Pin 401107

**Personal Summary**

A result driven, detail oriented translator with a proven ability to translate written documents from English language to Bengali language and vice-versa. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Flexible in the ability to adopt to challenges when they arise and at the same point of time aware of professional roles and boundaries.

Would like to work as a freelance translator and proof-reader, with a company I would like to take short and long assignments both.

**Work- Experience**

Worked as a full time translator for a language agency

(**May 2017-March 2020**)

**Duties:** Daily minimum 15 pages’ translation from English to Bengali, experience in handling following

* + - Translated various clinical Research documents, marketing documents from Bengali to English and vice versa.
    - Maintained excellent client experience by taking regular feedback on output
    - Medical video translation
    - Audio file translation and interpreting
    - Reviewing and proofreading

Started working as a freelancer translator and proof-reader

(**March 2020 onwards**)

**Key skills and competencies**

* Excellent command over English as well as Bengali language.
* Excellent writing skills
* Familiar with translation software tools.
* Excellent communication and social skills.
* Able to work in close deadlines.
* Highly skilled in MS Word, PDF, AI files

**Educational Qualification**

* MBA (Finance)

EILM – 6, Waterloo street, Kolkata