

Pranjal Protim Sharma

Translator (English, Hindi < > Assamese)

AREAS OF EXPERTISE

*Translating legal,
literary, financial,
medical, scientific,
Academic documents*

Proofreading

Terminology

Multi lingual

English & Assamese

PROFESSIONAL

PGDCA Certificate

PERSONAL SKILLS

Detail orientated

Well organised

Friendly

PERSONAL DETAILS

*Pranjal Protim sharma
Nazira Budhbari Satra
Dist- Sivasagar (Assam)
Pin- 785685
India*

M: 09706664233

E:

pranjals844@gmail.com

DOB: 30/09/1990

Driving license: Yes

Nationality: Indian

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Working freelance for numbers of translation agencies providing a translation and interpretation service to clients where needed for more than five years. Involved converting documents and articles from one **English, Hindi** to **Assamese**, & vice versa and ensuring that the finished converted articles relay the intended message as clearly as possible, also work as a freelancer in online platforms like Upwork & Fiverr.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from English to Assamese or Hindi & vice versa.
- Reviewing and proofreading text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.
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KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools
- Able to fluently speak English, Hindi & Assamese.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to prioritise work.

ACADEMIC QUALIFICATIONS

M.Sc (Hons) Geology

Gauhati University 2011-2013

