CURRICULUM VITAE

Name:

R. Rajamanickam

Address:

8/1. Panchanthangi Eari North Street,

Gugai, Salem – 636006.

Tamilnadu, India.

Phone no:

+91 9566684247

Email ID:

linguistraja@gmail.com

Alternate email id:

rajamanickam_r@rediffmail.com

Instant messaging:

Hangouts: linguistraja@gmail.com

Skype: goodtime2u

Proz profile:

http://www.proz.com/translator/1152575

Native language:

Tamil

Language pair (working):

English < > Tamil

Additional languages known:

Kannada to speak

Professional Qualifications:

Bachelor of Commerce – Madras University

Master of Commerce - Annamalai University

Postgraduate Diploma in Software Exports Technologies – Aptech Limited

Diploma in Computer Hardware Maintenance & Networking

SAP - FICO (Finance & Corporation)

Certificate course in Linguistics

Summary of Skills & experience

- o Have been working as a Freelancer since 2006, handling (English < > Tamil) Translation, Editing/Proofreading, Subtitling, Transcription, Transcreation & DTP.

- o Have the experience of working as a teacher.

- o Worked as an in-house Transcriber at a multinational company for a year.

- o Specializations :

    - Medical / Health / Pharmaceutical (Clinical Trials, PIF, ICF, etc.,)
    - Information technology / Telecommunication / Computers
    - Survey / Questionnaire
    - Advertising (Food/Beverage, FMCG, Beauty/Healthcare, etc.,)
    - Cinema, Television
    - Engineering / Automobile / Technical
    - Legal / Contracts
    - Banking / Finance / Insurance
    - Marketing / Online advertising
    - E-books / E-Learning (physics, chemistry, zoology, history, geography, mathematics, etc.,)
    - Press release / Newsletters
    - Company Policy / Instruction Guide / SOP / Health & Safety manual,
    - Government / Politics, etc.,

- o **Active Fields:** *Clinical Trial: Both **front and back translation** of all clinical documents i.e., Patient information sheet, Informed consent forms, Protocols, Leaflets/catalogues, patents, manuals, etc.,*

    Medical and Drug brochures, Healthcare documents, Healthcare Ads, Healthcare questionnaires, etc.,

    IT Localization: Localizing the contents of Mobile phone/Website (UI)

    (Samsung, LG, OPPO, Vivo, Motorola, Huawei, Sony, Amazon, Nokia, Microsoft (Skype), Websites, TV, Camera (Nikon), Apps (Xender), etc.,)

- o **Type of fonts handling:** Both Unicode & TTF

    (Latha, Arial Unicode MS, Bamini, Shree, BRH, TAM/TAB, Vanavil, Tscu)

- o **File formats & software:** MS-Word, MS-Excel, MS-PowerPoint, Coral Draw, Adobe Photoshop, Illustrator, InDesign, etc.,

- o **CAT Tools:** I own Trados (2007 & 2019), Wordfast Pro, etc., and I am expertized in many other offline and online CAT tools.

- o **Output per day :** Translation: About 2500 words

    Editing/Proofreading: Based on the quality of the translation

- o **Availability:** Full-time freelance English <> Tamil translator