Sanya Sodhi

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**Objective**

Seeking a position in your respected organization where extensive experience will be further developed and utilized.

**Profile**

I am a versatile candidate whose education has been driven by sheer intellectual curiosity and an overarching quest for multidisciplinary knowledge, multidimensional skills and an extensive global perspective.

**Education**

* 12th 2009 — 2010

 Manav Sthali School, Delhi

 Completed 12th grade education in Commerce Stream with English, B.st, Economics,

 Maths and Accounts as main subjects.

* B.A. English Honrs. 2010 — 2013

 Delhi University

 Graduated with English Literature, Political Science and Economics as main subjects

* Certificate Course in German language 2010 — 2011

 Ramjas College, Delhi University

* Diploma Course in German language 2011 — 2012

 St.Stephen's College, Delhi University

* Advance Diploma Course in German language 2012 — 2013

 St.Stephen's College, Delhi University

* C1 level in German language 2014

 Max Mueller Bhavan , New Delhi

**Projects Undertaken**

 **Azure Knowledge Pvt. Ltd. 28.01.2015 — 04.02.2015**

German Project Associate

* Worked as a German Project Associate and handled the surveys to be made in Germany.
* Took feedback from the German Companies about the concerned Software and Data Management Systems. It was a Voice bound Project.

**OKS Group Pvt. Ltd. 16.03.2015-16.05.2015**

German Project Associate

* Worked as a German Project Associate and handled the SIC Coding German project after a week’s training.
* Financial Year Balance Sheets was organised and coded in German language on the basis of available data of German Companies. It was a data base entry project.

**Coral Knowledge Services Pvt. Ltd. 18.11.2016-01.04.2017**

Project Coordinator

* Worked as Project Coordinator and handled the documents during their translation procedure. Supervised the translation, editing, proofreading, final review and certification work.
* I am trained and familiar with almost all CAT tools during my work at Coral Knowledge Services Pvt. Ltd.
* At Coral Knowledge Systems we specialize in providing top class legal translational services to our clients on a high priority basis. We provide high-priority language translation services for all aspects of litigation, from primary documentation to supporting materials.
* We deal in the translation of primarily all documents extending from patents, charge-sheets, evidence statements, warrants, deposit letters, financial notices, tax statements, audit files and many others.

**Work Experience**

 I have worked as a Project Coordinator and Project Associate during my training period in some of the respected translation company namely Coral Knowledge Services Pvt. Ltd. , Azure Knowledge Pvt. Ltd. and OKS Group Pvt. Ltd.

I have gained a lot of practical experience both in voice process and data entry work. I have also enhanced my skills in CAT tools as well.

**CAT Tools**

I am familiar with CAT tools like SDL Trados, MemoQ, Xliff Editor, Memsource, Wordfast, Translation Workspace, etc.

**Interest**

* I have a habit of reading novels and classics in both German and English language.
* I like to surf over Internet and listen music.

**Other Skills**

* Languages known: English(Fluent),Hindi(Fluent),German(Fluent),Punjabi(Fluent).
* Good inter-personal and communication skills with managerial and leadership qualities.
* Have good knowledge of office communication and computer applications.