



# SATWIK JEEVAN GADMUR

📍 Mahabubnagar, India 509001

☎ +91 832 811 7483

✉ satwikjeevan@gmail.com

🌐 [linkedin.com/in/satwik-gadmur-891160277](https://www.linkedin.com/in/satwik-gadmur-891160277)

[Bold Profile](#)

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## SUMMARY

Dedicated English-Telugu & Telugu-English translator and transcriber with 9 years of experience.

Excels in academic, e-commerce, and various domains of translation.

4 years of experience in transcription and subtitling.

2 years of experience as a virtual assistant.

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## SKILLS

- Document Translation
- Transcription
- Subtitling
- Virtual Assistant
- Project Management
- Document Review
- Proofreading skills
- Intermediate Photo/Video Editing
- Office 365
- Fast Learner
- Team Player
- Communication
- Highly Organized
- Email Composition
- Virtual Meet Scheduling/Management

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## EXPERIENCE

**TRANSLATOR, SUBTITLER, TRANSCRIBER, VIRTUAL ASSISTANT**, 01/2015 - Current

**Various Agencies throughout India**, IN

- I can translate written and verbal communications between English and Telugu.
- I can serve as on-call translator for teleconferences as required.
- I can provide review and verification of translation work as required, including materials created by third-party translation services/AI.
- Full time member at Testbook (2021-2024)
- Worked on various styles of translations and transcriptions like Scientific, Technical, General, Medical, Media publications, subtitles for companies like Viesoft, Chennai, Lingo Solutions, New Delhi, Knowledge Point, Karnataka, Lingual Consultancies and Lionbridge.
- I worked on subtitle projects for both Telugu and English languages and also provided transcriptions for various domains.
- I worked as a virtual assistant with a non-profitable organization for 2 years

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**EDUCATION AND TRAINING**

*Palamuru University, Mahabubnagar, 04/2017*  
**Bachelor of Science: Science**

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**ACTIVITIES AND HOBBIES**

- Voracious reader. Cooking. Music.
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**LANGUAGES**

**Telugu:** First Language

**English:**  C1

Advanced (C1)

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**CERTIFICATIONS**

- Subtitling, Udemy (January 2020-December 2020)
  - Intermediate Photo/Video Editing, Udemy (January 2021-November, 2021)
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**REFERENCES**

References available upon request.