**PROFILE SUMMARY:**

Extremely knowledgeable Translator with a strong command over English, Hindi and English (read/write/speak) and 3 years’ hands-on experience with multinational clients’ 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.

• Well versed in providing system-wide foreign language translation services in order to facilitate communication  
• Able to adhere to interpretation standards and conforming to code of ethics  
• Hands on experience in providing both written and oral translation and interpretation services between parties.

Working as freelance for a translation agency providing a translation and interpretation

Service to clients where needed. Involved converting documents and articles from

One language into another and ensuring that the finished converted articles relay the

Intended message as clearly as possible.

* **Academic Qualifications :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Course** | **Institute** | **University** | **Year of Passing** | **Subjects** | **Overall % or Grade** |
| PG | MCA | The Oxford college of science | Bangalore Uni. | 2011 | Computer Application | 71% |
| UG | BCA | Shree H.N. Shula College of Computer Application | Saurashtra Uni. | 2008 | Computer Application | 56% |
| 12th | HSC | Gyandeep High School | GSEB | 2005 | Commerce | 60% |
| 10th | SSC | Gyandeep High School | GSEB | 2003 | - | 62% |

**WORK EXPERIENCE:**

**Interpreter | Bangalore (Private based Freelancing translating work, India, IN | Dec 2012 – Present**

• Provide oral and written interpretation services in (Hindi to English and English to Hindi)  
• Verify information from original text in order to ensure appropriate interpreting  
• Ensure that all written translations conform to the original text in terms of technicality and terminology  
• Discuss interpretation requirements with clients to ensure error free documents  
• Ensure that both content and style of statements in communicated effectively  
• Proofread end document and make any necessary changes  
• Listen carefully to conversations and provide verbatim interpretation  
• Ensure that the context of the language isn’t altered during interpretation

**Interpretation Services (M-app lab) | Indore, India, IN | Jan 2013 – Dec 2014**

• Provided support system for interpretation services  
• Ensured that all written interpretation material is filed appropriately  
• Assisted in proofreading translated materials  
• Took notes during oral interpretation and provided feedback  
• Assisted in creating glossaries

**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 a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Working as a translator for Law firms, charities and local councils.
* Supporting the translation team with other projects when necessary.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them Into English.

**KEY SKILLS AND COMPETENCIES:**

* Able to fluently speak English, Hindi.
* 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 priorities work.

**SYNOPSIS OF ACHIEVEMENTS:**

• Converted 2000 text document into Hindi and English languages for the purpose of easy referencing for foreign delegates.  
• Developed a dictionary with common words and phrases used in the industry, spanning three languages.  
• Wrote a booklet on best interpretation practices for new hires’ reference  
• Trained newly hired translators and interpreters in performing high quality work by following best practices.

I am confident that my ongoing studies combined with successful experience in the field will enable me to aggressively pursue cost-reduction opportunities and improve work performance. This experience exposed me to a range of critical legal issues facing my clients; in particular, I worked with a number of clients alleging employment discrimination on the basis of their status.

Thank you very kindly for your consideration.

Regarding,

Tarak chothani