



## MY PROFILE

Hi, I'm **Tuhin Saha** and I'm Freelance Translator based in Kolkata. I'm a 4 years' experienced Freelance English to Bengali Translator, translating manually around 3000 words a day. Adept at MS Office. Dedicated towards successful & meticulous completion and delivery, within the stipulated deadline.

## MY EDUCATION

### APPLIED ART & DESIGN - (Nov'11)

Academy Of Fine Arts - Kolkata, India  
73 percent.

### B.Sc[COMPUTER SCIENCE(Hons.)]- (Jul'09)

Syamaprasad College - Kolkata, India  
46 percent.

### HIGHER SECONDARY(WBCHSE) - (Jun'06)

Ballygunge Govt. High School - Kolkata, India  
65 percent.

### SECONDARY(WBBSE) - (Jun'04)

Ballygunge Govt. High School - Kolkata, India  
85 percent.

## LANGUAGES

Bengali, English, Hindi.

## MY SKILLS

- Translation
- Meticulous and timely delivery
- Public Relation Executive/Front Office
- Records Management
- Behaviour Management
- Conflict Resolution

## CONTACT ME

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✉ freelancertuhinsaha@gmail.com

## MY EXPERIENCE

### FREELANCE ENGLISH TO BENGALI TRANSLATOR - (Aug'17 - PRESENT)

#### **Kolkata, India**

- I've translated Research papers on Sree Ramakrishna and Swami Vivekananda.
- Translated a couple of books for children.
- Worked on Projects of Betadine, RBL, JSW Steel, Shyam Steel, PNB Housing Finance Limited, Assam State Disaster Management Authority etc. for the Indian companies.
- Worked on Projects of Bangladesh Customs Department, Owl Browser, Amazon, Luma Multilingual Language, Excelsior Pass Project of NY Govt., NYC Family Justice Center, New York State Department of Health Insurance, NYC ACS, NYC HRA, Health Guide Program on Christina Care, NYC Department of Social Services, NYC Commission on Human Rights, NYC Department of Housing Preservation and Development, Yale New Haven Hospital, Detroit Board of Water Commissioners, Michigan Department of Health and Human Services, some charities in England and Scotland etc. for the foreign companies.

### PUBLIC RELATION EXECUTIVE IN ADMISSION DEPARTMENT - (Aug'17 – Jun'19)

#### **FIITJEE LIMITED - Kolkata, India**

- Describing the pedagogy of the institution and its benefits to the parents/students at the time of their walk-ins.
- Guiding throughout the Online and Offline registration procedures and generating hall-tickets.
- Working as Exam-Coordinator, even with student volume, more than 400.
- Post result declaration activities, viz. arranging seminars on the same, and briefing the results, scholarships, fees structures and the complete enrolment procedures to the parents.
- Making follow-up calls to the SNJs (Selected but Not Joined) students and converting some of them into enrolments.
- Maintaining a track of registrations and enrolments and dealing with the National Head Office pertinent to those data and the imminent procedures.

### ACADEMIC COORDINATOR - (Apr'19 – Jul'19)

#### **FIITJEE LIMITED - Kolkata, India**

- Circulating notice, taking care of batch allocation, class commencement, creating weekly time table and uploading it on the server.
- Maintaining students' attendance records, making follow-up calls to the absentees to solve their issues reasonably.
- As per requirement, taking care of the students' institution oriented grievances.
- Taking care of the cheque bouncing issues and resolving them properly.
- Dealing with the student drop-out issues and making contact with the Academic and Revenue Department of the National Head Office regarding the same.

### eCM - (Apr'19 – Jul'19)

#### **FIITJEE LIMITED - Kolkata, India**

- Describing the role and immense benefits of the eCM projects, to the parents.
- Guiding them with the online procurement procedure of the required devices.
- Launching seminars, delivering the devices to the students, conducting online exams and goal setting sessions for the students.
- Resolving issues, pertinent to this project.
- Keeping liaison with the Chennai IT Department as well as with the eCM National Head Office, as per the requirement of the escalation pyramid.

### Freelancer - (Jan'12 – Jun'17)

#### **Kolkata, India**

- Designed 3D model of Durga Puja Pandal of Bhawanipore Chakraberia in 2014.
- Active participation as a Junior Artist in the said project.
- Wrote the Tagline and Theme Speech of the same event.
- Designed an advertisement on Indian Railway's Safety Mission Project.