

CHARLES HARSHIT

 olamidec18@gmail.com

Language Enhancement Specialist

PROFILE

My expertise spans various sectors, from technical and website translation to literary, financial, legal, and medical domains. I'm known for my precision, proficiency, and promptness. I excel in preserving the essence of content while seamlessly transitioning between languages, making me your go-to choice for accurate and authentic translations.

EDUCATION

- **Jawaharlal Nehru University (JNU), New Delhi 2018-2019**
Master of Arts (MA),
MA Linguistics 2017- 2019
- **Central Institute of English and Foreign Languages (CIEFL), Hyderabad**
Bachelor of Arts (BA), BA (Hons)
Master of Arts (MA) in Translation Studies
2019-2023

EXPERIENCE

Translator, Transcriptionist Proofreader, and Reviewer Expert
Thynk Unlimited Jan 2023 - Present

Translator:

- I was responsible for translating a wide range of content, ensuring linguistic precision and cultural relevance.
- I consistently met tight deadlines and maintained high-quality standards, earning a reputation for accurate and contextually appropriate translations.
- Collaborating closely with clients and project managers, I provided customized language solutions to meet their specific needs.

Proofreader:

- As a proofreading expert, I meticulously reviewed and edited translated documents, focusing on grammar, syntax, and consistency.
- My attention to detail played a pivotal role in refining the quality of translations and maintaining the company's reputation for excellence.

Reviewer:

- In this capacity, I excelled in reviewing and fine-tuning translations by other team members, offering constructive feedback, and maintaining quality control.
- My role involved verifying the accuracy of terminology, ensuring uniformity, and making cultural adjustments as necessary.

SPECIALIZATIONS

My expertise extends across various sectors, encompassing:

- Technical
- Website
- Literary
- Financial
- Legal
- Medical

OTHER EXPERIENCES

- **AI Chatbot Trainer (Scale AI):** Contributing to the advancement of artificial intelligence through training.
- **Translator (Groundlight AI):** Leveraging cutting-edge technology for impactful translations.
- **Language Trainer (Remotask):** Facilitating language proficiency remotely.

Core Competencies:

- **Editing & Proofreading:** Meticulous attention to detail for flawless, polished content.
- **Reviewer:** Thorough evaluation to guarantee quality and accuracy.
- **Language Trainer:** Cultivating language proficiency and communication skills.
- **Advanced Linguistics Abilities:** Adept at navigating linguistic intricacies with finesse.
- **Fact Checking:** Ensuring precision and reliability in every translation.
- **Creativity:** Infusing creativity to enhance engagement and impact.
- **Cultural Norms & Values:** Deep understanding to convey contextually appropriate messages.

Remote Translator | HINDI August 2023 – Present

Delhi Nov 2018-2019

- Translate a wide range of documents, including legal contracts, technical manuals, marketing materials, and medical reports while maintaining accuracy and adhering to industry standards.
- Collaborate closely with a team of translators and proofreaders to ensure high-quality and culturally appropriate translations and content.
- Utilize CAT (Computer-Assisted Translation) tools, such as SDL Trados, MemoQ, and Memsource, to enhance productivity and maintain consistency in translations.
- Communicate effectively with clients to understand their needs, provide project updates, and address any concerns or feedback.
- Collaborate with a team of translation professionals to review and edit transcripts for consistency and precision.

SKILLS

- Exceptional Typing Speed
- Active Listening
- Excellent Language Skills
- Time Management
- Familiarity with Tools and Software
- Quality Assurance
- Adaptability
- Confidentiality and Ethics
- Communication Skills
- Listening Equipment Familiarity
- Formatting Expertise

OTHER SKILLS

- Linguistic Dexterity
- Cross-Cultural Communication
- Terminology Management
- Advanced CAT Tools
- Adaptive Learning
- Quality Control
- Client Education
- Confidentiality
- Effective Communication

Translator with Memsource Tool Expertise

Nov 2022 - Present

- Utilized memsource tools to translate Hindi content ensuring accuracy and completeness of translations
- Applied linguistic expertise to understand and translate Hindi speech patterns, accents, and nuances, maintaining the integrity of the original content.
- Conducted thorough reviews and quality checks on translated content to guarantee precision and consistency in language, grammar, and punctuation.
- Collaborated closely with project managers and team members to meet project deadlines and deliver high-quality translations according to client specifications.
- Adapted quickly to new memsource technologies and software updates, optimizing translations processes for increased efficiency and accuracy.
- Resolved technical issues related to memsource tools, providing troubleshooting support to improve translation workflow.
- Implemented best practices in translation methodologies and adhered to confidentiality and data security protocols while handling sensitive information.

SKILLS

- Fluent in Hindi language (both spoken and written)
- Proficient in using (memsource) tools and translation software
- Attention to detail and strong linguistic skills
- Time management and ability to meet strict deadlines
- Excellent communication and teamwork abilities
- Familiarity with Tools and Software
- Quality Assurance
- Adaptability
- Confidentiality and Ethics
- Communication Skills
- Listening Equipment Familiarity
- Formatting Expertise

OTHER SKILLS

- Linguistic Dexterity
- Cross-Cultural Communication
- Terminology Management
- Advanced CAT Tools
- Adaptive Learning
- Quality Control
- Client Education
- Confidentiality
- Effective Communication

LANGUAGE

- Hindi
- English