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Vivek Kumar

Professional Summary

Freelancer Translator with a highly developed understanding of Hindi & English language and culture. Skilled in quickly and accurately translating written documents and audio recordings. Successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken words. Over five years of related expertise.

My language pairs are:

English – Hindi
Hindi – English

Skills

- ◆ Ability to check facts
- ◆ Content Editing Knowledge
- ◆ Cultural Expertise
- ◆ Document Review
- ◆ Documentation Skills
- ◆ Editing Articles
- ◆ Error Spotting
- ◆ Grammar Understanding
- ◆ Proofreading Skills
- ◆ Strategic Content Planning
- ◆ Writing Features

Keynotes

- ◆ High-quality *translation* and *proofreading* (text, tables, graphs etc.)
- ◆ Average output is about 500–1000 words(source) per day
- ◆ If required, output can exceed 1000 words/day
- ◆ Ability to handle different types of texts

Experience / Work History:

- ◆ Have been doing Freelance Translation for more than five years.
- ◆ Reviewed each piece for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards.
- ◆ Checked and corrected grammatical and spelling errors in various documents.
- ◆ Corrected grammar, spelling and syntax mistakes.
- ◆ Maintained message content, tone and emotion as closely as possible.
- ◆ Applied cultural understanding to discern specific meanings beyond literal written words.
- ◆ Translated Banking documents from English to Hindi and vice versa
- ◆ Replicated flow, style and overall meaning of original texts.
- ◆ Have completed various projects of different domains.
- ◆ Have been providing a variety of services related to proofreading and editing.

- ◆ Have prepared PowerPoint presentations for different subject textbooks.
- ◆ Have drafted questions of different varieties for textbooks.

Educational Qualifications:

- ◆ PGDIBO – IGNOU New Delhi
- ◆ PGDM – FSM, New Delhi
- ◆ B Tech – AKGEC, Ghaziabad

Membership

- ◆ Member of TranslatorDirectory.com (<https://www.translationdirectory.com/>)
- ◆ Member of Indian Translators Group (<https://www.facebook.com/groups/IndianTranslators>)

Personal Details:

- ◆ **DOB** : 30th October 1985
- ◆ **Nationality** : Indian
- ◆ **City** : Lucknow

References:

Available on request.