

RINKU THAKUR



Address: 91, 2nd Floor Old Anarkali, Krishna Nagar, Delhi-110051



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SUMMARY

A 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 organization that offers great opportunities for career development and progression.

KEY SKILLS AND COMPETENCIES

- ❖ Languages known Hindi and English.
- ❖ Good Communication and interpersonal skills.
- ❖ Able to work to tight deadlines.
- ❖ Highly skilled in Word, Excel, and Power Point.
- ❖ Very particular about work punctuality.
- ❖ Strong organizational and administrative skills.

EDUCATION

- A. Master of Arts (Hindi) in 2013, Himachal Pradesh University.**
- B. Bachelor of Arts in 2011 From Delhi University.**
- C. 12th in 2007 From CBSE Board.**
- D. 10th in 2005 From NIOS.**

PROFESSIONAL EXPERIENCE

A. Freelance Translator (Eng-Hindi): Duration: July, 2024 to Till Date.

- ❖ Translate Questions, Articles, Study Material (like Quant, Reasoning, Gk etc.) with 95% accuracy.

**B. Company Name: Byju's Exam Prep (Previously Gradestack Learning Pvt. Ltd.).
Duration: 03 April, 2017 to 31 May, 2024.
Designation: Manager (Translation Aptitude)**

RESPONSIBILITIES

- ❖ Translation of documents all subject from English language to Hindi.
- ❖ Researching legal & technical phraseology to ensure the correct translation is used.
- ❖ Proofreading of other junior translators' translations.
- ❖ Train Content Translators (both in-house and freelancers) to make them deliver better content.

- ❖ Review content and questions translator by other SME/Content Developers to ensure quality.
- ❖ Coordination with Content Managers and other team members.
- ❖ Handling all Freelancer's Like Hindi, Bengali, Marathi, Malayalam and provide work for translation to them.
- ❖ Analyze performance of content and Provide quality work.

C. Company Name: Directorate of Film Festival Through Pravidhi India Pvt. Ltd.
Duration: 01 September, 2016 to 31 March, 2017.
Designation: Hindi Translator (English-Hindi)

RESPONSIBILITIES

- ❖ Translate and type English content to Hindi. Translation would include website material and other government documents.
- ❖ Interact with content experts on a regular basis.
- ❖ Researching legal & technical phraseology to ensure the correct translation is used.

D. Company Name: Indian Council of Agricultural Research (contractual staff)
Duration: 19 April, 2012 to 18 July, 2016.
Designation: Office Assistant

RESPONSIBILITIES

- ❖ Typing of English and Hindi content. Content would include Government documents.
- ❖ Interact with content experts on regular basis.
- ❖ Researching legal & technical phraseology to ensure the correct translation is used.

ADDITIONAL

- ❖ One Year Translation Diploma in Bhartiya Anuwad Parishad.
- ❖ Basic One Year Computer Diploma Course (MS Office, Word, Excel, PowerPoint, Internet Surfing, English & Hindi Typing with good speed) in 2009 From Yodha Academy of Computer Networks.

PERSONAL DETAILS

Name : Rinku Thakur
 Father's Name : Sh. Chetram
 D.O.B : 05th April, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Indian

DECLARATION

I hereby declare that all the above details are true & complete to the best of my knowledge & belief.

Date : , 2025
 Place : New Delhi

(RINKU THAKUR)