

Contact

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Pune – 411014

SKILLS

- Translation/transcription
- Text editing
- Transcription accuracy
- Proofreading
- Typing skills

EDUCATION

MASTER OF SCIENCE

FOOD SCIENCE

**SYMBIOSIS SKILLS AND PROFESSIONAL
UNIVERSITY - PUNE**

2024

BACHELOR OF SCIENCE

HOME SCIENCE

**ANJUMAN-I-ISLAM COLLEGE OF HOME
SCIENCE – MUMBAI**

2022

Tool

- Express Scribe.
- Data Plus.

Languages

- English [B2 – Upper intermediate]
- Hindi [Native proficiency]

Kainat Khan

TRANSLATION/TRANSCRIPTION EXPERT

Dynamic language professional with extensive experience of 1+ years in transcription services, excelling in document translation and text editing. Proven ability to enhance translation and transcription accuracy through advanced software while maintaining confidentiality. Adept at collaborating with teams to meet tight deadlines, ensuring high quality and deliverables that exceed client expectations.

EXPERIENCE

**GENERAL TRANSCRIPTIONIST, NAPEAN INDIA
OUTSOURCING.**

April 2025 - Current

- Translated documents from Hindi to English and Vice Versa.
- Reviewed and edited translated texts to ensure accuracy and clarity.
- Collaborated with team members to meet project deadlines.
- Utilized translation software to enhance workflow and consistency.

TRANSCRIPTIONIST, CRESCENDO TRANSCRIPTIONS INC.

Sept 2024 - Feb 2025

- Transcribed audio recording into written documents.
- Maintained confidentiality of sensitive documents throughout the transcription process.
- Utilized transcription software to enhance efficiency and accuracy of work.

DATA ANNOTATOR, DATA PLUS.

Feb 2025 - April 2025

- Labelled and annotated large datasets such as images, audio, text to train AI and machine learning modules. Worked on multiple annotation platforms such as Labelbox, Uber AI and Data Plus.
- Classified images into predefined categories and created Bounding Boxes.
- Hands-on experience in working with language training for AI and collaborating with different projects.