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New Delhi, India 

Anita Verma

WORK EXPERIENCE

Translation Specialist - English to Hindi | Freelancer

September 2020 to till date

- Gaming Translation - X-Hero: Idle Avengers (English to Hindi).
- Transcribed - Gaming Tutorials (Hindi to English) for Frontrow.
- Expertise in Translating content from English to Hindi.
- Proof Reading,
- English to Hindi translation of Hollywood movies.
- Tamil and Telugu movie translation in Hindi.
- Creating SRT files in both English and Hindi.
- Audio Transcription - English to Hindi
- Familiarity with translation software
- Good knowledge of content editing tools
- Ensure that clients style requirements are met
- Ensure translation conveyed source language meaning; and if needed, edit, rewrite, and restructure translation

Few of my work :-

Tamil & Telugu to Hindi

1. Mandela
2. Hero
3. Vakeel Saab
4. Uppena_2021
5. Sashi_2021_720p_Telugu_TRUE
6. Ee_Kathalo_Paatralu_Kalpitam_2021_1080p_Telugu_HDRip

Russian to Hindi

1. Wrath of man
2. Chained целый
3. Огонь (1080p HD)

Frieda.-.Coming.Home.2020. Raya and the last Dragon

Just.Noise.2021 Black Widow 2021*

Lunana Scarlett.2020

Yak.in.the.Classroom.2019

One.and.the.Same.2021 Saraitda

Auditions 2021 Abduction 2019

Nest of vampire Flora_and_Ulysses_2021

The Toll 2020 Home of the brave

SKILLS & COMPETENCIES

Adept in Technology	Detailed - Oriented	
Strategic Planning	Time Management	
Resourcefulness	Translation Services	
Coordination	Interpersonal Skills	
Creative	Networking	Microsoft Office
Adobe Photoshop	Microsoft Publisher	

CERTIFICATES

ENTREPRENEURSHIP DEVELOPMENT PROGRAM

(EDP) by Micro Small & Medium Enterprise, Govt. Of India—2011

CREATIVITY ON AIR

Radio Workshop
with RJ Anant, RJ Saurabh & RJ Reet

EDUCATION

BACHELORS IN TOURISM STUDIES

IGNOU DELHI | 2008

INTERMEDIATE—COMMERCE

CBSE DELHI | 2005

EXECUTIVE ASSISTANT & MARKETING EXECUTIVE |

SAPRAS ARCHITECTS & ENGINEERING *Dec 2017 to Apr 2018*

- Scheduling appointments for the company director
- Managing farm house for tourism activities
- Research and preparing data base of potential clients
- Communication email business presentation
- Vendor management for property (Farm House) operations
- Doing tie-ups with Travel Agents, Event Management etc.
- Making business presentations

STUDIO BUSINESS OPERATION & ADMINISTRATION

RECORD LEGENDS STUDIOS *Mar 2015 till Dec 2017*

- Business Development featuring new services & projects related to studio
- Handle walk-in customers, communication
- Develop short- long term goals
- Manage music distribution and launch
- Making business presentation Excel
- Internal and External business communication
- Check deadlines on incoming request and ensure completion

COMMUNITY MANAGER & OPERATIONS

DE DOERS SAGA FOUNDATION *Sep 2012 till Mar 2015*

- Working in terms of social and youth empowerment
- Organizing events and various activities
- Meeting people, officers for support
- Communicating with team and volunteers
- Doing programs & project based collaborations with other organisations for women's development & empowerment
- Organizing Self Defense Training programs, Painting Competition,
- Marathon, Dance, Singing and other activities
- Organizing Plantation Drives, Trips & workshops

SENIOR EXECUTIVE

APTARA (TECHBOOKS INTERNATIONAL) *Apr 2009 to Aug 2012*

- To Handle Control Room Team of 6 teammates
- To Prepare team shift Roster
- To prepare monthly MIS Report of Admin for Top Management
- Vendor Management, Billing
- Administrating Internal team based communication and meeting
- Booking Conference rooms/halls for meetings
- Handling Conference calls on VOIP & EPBAX

CONFERENCES & COURSES

Ye! Community

- *Pitching Events and Award India.*
Record Legends Studios selected for TOP 10 Business IDEAS

GenNext Hub

Record Legends Studios selected in the Top 100 from over 1400 applications

VOLUNTEER EXPERIENCE / PROJECTS

- ⇒ Organising Community based Music & Dance Classes
- ⇒ Organising Jan Dhan Yojna Camp
- ⇒ Chupe Rustom Street Play awareness on hypertension & Diabetes
- ⇒ Conservation Education Centre -BNHS collaboration with DSF taken 15 underprivileged children to Bharatpur Bird Sanctuary for Nature Walks, workshops and Eco-Day Celebration
- ⇒ Plantation Drives
- ⇒ Pond Digging & Dry River Band Workshop
- ⇒ Organising Self Defense Trainings with Delhi Police Team
- ⇒ Organised District Level Painting Competition on Youth & Women Empowerment in Delhi & More

PERSONAL DETAILS

D.O.B - 16TH AUGUST

MARRITAL STATUS - MARRIED

ADDRESS

New Delhi, India