



# MIRAYAH SIINGH

WRITER - CONTENT, SUBTITLER,  
PROOFREADER, TRANSLATION, VIDEO

## PROFILE

An Audio-Visual professional with a background in English Literature, Media and Mass Communication. Flair for team work and coordinated projects in Subtitling, Proof reading and Media Industry. A strong interest in editing and creating Content. Seeking opportunities across various platforms in Proof reading, Translation, Subtitling, Web and Media Industry. Additionally, possess exceptional Language skills with vast experience in Proof-reading, Subtitle Creation and transcribing.

## SKILLS

**Strong Communication, Adaptability,  
Organizational Skills, Research Skills &  
Editing**

## LANGUAGE SET

**English  
Hindi  
Punjabi  
Spanish ( Beginner )**

## HOW TO REACH ME

Mobile : 7506293450  
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Road, Goregaon East, Mumbai-400065

## PHILANTHROPY

**Working with NGOs like Asha Ki Kiran,  
My Helping Hands.**  
Core work

- Teaching under-privileged children
- Working at Animal shelters, Neutering, adoption, Getting Sick animals treated, Feeding etc.
- Conducting Motivational sessions with recovering alcoholics

## CAREER SUMMARY

### **Freelance Language Expert**

Clients - Netflix, Amazon, iTunes.

Oct 2014 till December 2020

- Subtitle Creation for Movies, Television Series, Documentaries etc.
- QC of the Subtitles for Movies, Television Series, Documentaries.
- Creation of Metadata.
- Managing multiple assignments. Monitoring and communicating work status changes with the Production team.
- Performing full proofreading of client submitted materials.
- Other freelance work includes - Content creation, Video contents, proof reading documents and scripts.
- Wrote Articles for NGI (New Global Indian) a Magazine based in Dubai

**Creative Producer ( Contract ) - Rashmi Sharma Telefilms 2015-2016**

- Handled Channel Communication on a daily basis
- Handled the On Set Creatives for Shoots
- Script Monitoring
- Supervising The Shoot Team
- Artist Co- Ordination
- Pre Production
- Post Production
- Proof Reading
- Overall Co-ordination with the entire Production team

**Projects -**

- **Inspiration** - A Pan India media event organized by students of WWI which gave insights into the growth of the media industry.
- **TVC:** Have also Worked on Creatives of various ad-film shoots for Whistling Woods International

## EDUCATIONAL TRAINING

**GCG College Chandigarh**

Bachelor in Arts

**Whistling Woods International**

Post-Graduation in Media & Communication, with Specialization in Audio-Visual Medium