

VIRENDER RAI

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TRANSLATOR AND PROOFREADER (LANGUAGE : ENGLISH TO HINDI & VICE VERSA)

SUMMARY STATEMENT : Dedicated English-Hindi and vice versa translator, with more than 35 years of working in professional communities. Exceptionally accurate translation skills. Proven ability to provide clear, accurate, and culturally appropriate translations. Having experience of vetting of Translation and proof reading for various types of magazines/documents, adept at meeting tight deadlines without compromising quality.

EDUCATIONAL QUALIFICATION : **From Panjab University, Chandigarh**

1. Graduation (Hindi Hons. With English)
2. Post Graduation (Hindi)
3. Post Graduate Diploma in Translation (English-Hindi)
4. M.Phil.(Hindi)

EXPERTISE :

1. General Administration
2. HRD
3. Marketing & Public Relation
4. Accounting & Auditing
5. Law (Banking & Finance)
6. Finance/Economics
7. Philosophy & Social Science

WORK EXPERIENCE : **Total more than 35 years' experience in the field of Translation.**

1. Having vast & varied exposure.
2. Working Experience in Public Sector (Semiconductor Complex Limited) & Hindustan Zinc Limited), Central Govt. Office (National Horticulture Board) and Finance & Banking Industry (Indian Bank).
3. Mentor intern translators
4. Proofread, review and edit translations to spot and correct errors in grammar, punctuation and translation to ensure high-quality deliverables.

TECHNICAL SKILLS : **MS OFFICE SUIT**
Can provide neatly typed translation in any format viz. - Word/Excel/Power Point/PDF