

Name: REENA SHARMA
Contact: +91-7982216674
Language: English <> Hindi & Maithili
Daily capacity: Average 3-4k per day.

Skype ID: live:.cid.4bda8c580d90cef1
E-mail: reenasharmafreelancer@gmail.com
Address: Gamma II, Greater Noida 201310
PayPal ID: reenasharmafreelancer@gmail.com

Offered Services: Translation [MTPE], LQA review, Proof Reading, Subtitling & Editing, Voice Over, Linguist testing, Transcription

I have more than 10 years of experience in translation, proofreading, and voice over. My mother primary tongue is Hindi and second mother tongue is Maithili as I have been brought up in this language culture, my excellent language is English. I am immediate available, effective, accurate and well organized translator. I am responsible, quick learner, respect the deadline and deliver the work always on the time.

Translated more than **60,000** Articles and about 11 Million words related to IT/Mobile/Electronic Device's UI; Software, command notes, Website/operating manuals, Website contents related to various domain eg. Finance/market/e-commerce, HR, Academic content eg. Question Paper, Text material of Sc. and Maths; Research Papers, Departmental files of Government Board and council, investor's proposal, product consumer books, booklet of event, promo booklet and article of various writers for many stake holders. Translated many articles for Famous Magazine YOJNA, THE PUBLIC AGENDA etc from English to Hindi. Translated more than 5000 copies of various socioeconomic topics as a hired translator for some NGO time to time.

Major Brands And Companies For Whom I Worked A Lot: TATA MOTORS, AMAZON, RELIANCE JIO, MARUTI, GOOGLE, HUAWEI, CEREDIAN: HCM (Famous American provider of human resources software), FACEBOOK, PEAKON, OLA, LIC, BIRLA FINANCE, NCERT, AKASH INSTITUTE, MAHINDRA, TWITTER, BFL, OYO etc

Major It Brands For Whom I Did A Lot: RELIANCE JIO, HUAWEI, GOOGLE, FACEBOOK etc.

PANEELED AS A REGULAR LINGUIST WITH- GOOGLE, AMAZON, GLDS, STPL, PACTERA, CRYSTAL HUES, APPEN CONNECT, LANGSCAPE, SHAKTI ENTERPRISES, PARIKH LANGUAGE SOLUTION, PERFECT TRANS, G11N, BHASHA BHARATI, TRUETRANS LANGUAGE SERVICES PVT LTD, VALUEPOINT KNOWLEDGEWORKS PVT. LTD, TRANSLATION SERVICES USA, LINGO SOLUTION PRIVATE LIMITED, KRISHNA TRANSLATIONS, BRAAHMAM, LANGBAY TRANSLATIONS, SAKHAR - TRANSLATOR & DESIGNER, LINGO CHAPS, TRANSLATION VALLEY, WIPRO LTD, C SOFT, SDL, RWS MORAVIA.

Byline stories/article etc published:

Around **3,000** byline Reports, Lead and Cover Stories, Interviews, Column, Article, Repotarz etc has been published in various Hindi Daily Newspapers, Magazines and Books including YOJNA and WAGARTH, KURUSHETRA etc.

My areas of expertise: Tourism, Marketing, Media, Engineering, Business, Law, History, Environment, Education, Management, Accounting, Geography, Finance, Economics, Medicine, IT, Industry, Internet, Legal, Sciences, CVs, Literature, Public Relations, Linguistics & Psychology.

I have been done lots of translation projects, out of them few are mentioned here:

On panell:

- Central translation Bureau, Govt of India, HRDD, New Delhi since April, 2013.
- Central Board of Secondary Education, HRDD, Govt of India, New Delhi, since May, 2013
- Central Hindi Directorate, Govt of India, HRDD, New Delhi since April, 2013.
- Ministry of Labour, DGE&T] Govt of India, New Delhi Since April, 2014.

Translation Work:

- Book on Economics published by Summer Brother's Delhi .
- Micro Economics, Macro Economics & Rural Economics prepared by **Indian Institute of Banker's & Finance** for CAIIB aspirants.
- **Vetting of Hindi translation** of Inspection related manual (2390 Page) prepared by PNB
- **Banc mate** (a bilingual software book prepared by PNB) .
- Handbook on RTGS prepared by PNB.
- Handbook on **Government Business** prepared by PNB.
- 3 Handbooks on **IT & CBS** prepared by PNB.
- **Translation** of manual on **Credit & Risk related Issues** (798 Page) prepared by PNB.
- Translation of Manual on **Industrial Sickness & Rehabilitation** prepared by PNB in 2006-07.
- **Vetting of Hindi Translation of PNB website** related 3400 pages on **CBS & IT** prepared by Infosys.
- **Translation of Manuals for Rubber production Board, NMDFC, NTPC & CRPF.**

1. **Medical Documents:-**

- Trial Document related to Liraglutide effectiveness and safety data from routine clinical practice in India
- Subject Information Sheet-The DTPwHBVaccine ,Vero Cell Derived Rabies Vaccine of Bharat Biotech International Limited.
- Subject Diary Card of SHANTHA BIOTECHNICS LTD
- Patient Information –Epidural Analgesia for Barts and London, NHS TrustPatient Information Sheet & Informed Consent Form in Advanced Non SmallCell Lung Cancer – Cadila Pharmaceuticals Ltd and NOVA Nordisk
- An optional Sub-study to examine as to what happens to a new treatment, DEB025, inside the body, in patients with genotype 2 or 3 Hepatitis C. Pharmacokinetics (PK) / Viral Kinetics (VK) Sub-study
- Symptoms , Remedies , Treatment related documentation of Various types of Diseases like Gonorrhoea, Non Gonococcal Urethritis, AIDS, Syphilis
- Leaflet and Manual of LiraglutideFlexPen
- User’s Handbook of “OneTouch” is a trademark of LifeScan Inc. LifeScan UK/Ireland
- Leaflet of Amber Diagnostics Equipment and Service Provides Quality Pre-Owned X-Ray, & Medical Imaging Equipment
- ASTHMA-Symptom Calender, General Instruction, Episode Diary
- Pain and Nausea –Assessment tools Bharat Biotech International Limited

2. Training Material :-

- Participant Material for Supervisory Training & Personal Effectiveness Test of Regency Garments Ltd, Chittangong develop by ASSOCIATION FOR STIMULATING KNOW-HOW (ASK)

3. Press Release Documents:

- Press Conference –PR-West Bengal
- Documents for Gold Samajik SahasikataPuraskar
- Cine Mate –Kolkata
- Documents for 14th Godfrey Philips Bravery Awards

5. Book & Manuals :

- Manual for a Hope and Poor Organization , BANDHAN, NGO organisation
- Guide Book for the Early Grades, Elementary Instructional Support of Learning Leaders , New York.
- Parent Handbook of DPS (Detroit Public School)
- Safety manual for various industries, NALCO, HONO

6. Classroom Teaching Documents :

- Mathematics Glossary & Dictionary
- Science Multilingual Glossary
- Class Room Aids for class VI and IX (My Food, Our Asia, Digestive System, India and Modern World, Light etc.) for Classteacher.com

7. Project Documentation :

- Redevelopment Document of 3 Millharbour , Development Planning Partnership, London Development of Multiplex , Luton, UK
- Advertisement /Business Documents :- Dual Shield Insurance Poster, Loan Plus Card, A Five Year Group Term Policy, ION Exchange (I) India, ZERO B Product, Western Union Leaflet, Deetae Perl Ginsang Perl Cream, Quick Pay, Singtel Mobile, DIGI Mobile, Forex Document, DU mobile Documents

8. Software Localization :-

Automated telephone exchange and System Conversion (China)
ii) QuickPAY Banking ATM Software

9. IT &Telecommunication:

- Nokia Mobile Phone Product Quiz and Feedback From
- Nokia 1100i , 1100 User Guide ,Product Information
- User Manual of Motorola make Mobile Phone

10. 10. Law Document:

- Affidavit Document

- Adjudication, Administrative Action Order and other associated document of Commonwealth Court of Pannsylvania,
- Case document of children and mother
- Legal all documents, Legal educational books, judgement, F.I.R.,Post mortam Reports,

11. Health awareness

- Nutrition
- Balanced Diet
- Food Guide Pyramid
- Dietary Guidelines For Indians A Manual, National Institute of Nutrition
- Arogya World
- VITAMIN-C RICH FRUITS
- FORTIFIED FOODS

I have been working as **Hindi & English VO artist** for last 10 years. Have been doing many diverse assignments. Myself is a Female artist and my hubby is also an artist in the same languages. We can share the recorded samples upon request.

Age Range (All the age group for voice recording is available and can be availed as per requirement)

- Child
- Teenage Girl
- Young Adult Female
- Middle Age Female
- Senior Female

Voice Description:

A natural conversing voice style with strong appeal. I can customize my voice according to the needs:

My Services as a voice talents:

- Commercials
- Promos
- IVR, voicemail, phone systems, and on-hold messages
- Training, business presentations, sales, and web sites
- Audio books
- Videogames
- Documentaries
- TV shows and movies
- Movie and game trailers
- Podcasts
- Spiritual content

Education:

Graduation completed from Agra University
Masters completed from Agra University
PHD completed from Agra University

Technical skills:

1. Well versed with all major Tr. Tools (Both offline and online Cloud) including SDL, Lionbridge, Google Tr. tools, Synergium, Amazon TMS, Pacter GT.
2. Knowledge of Quark Xpress, INdesign, Pagemaker, Microsoft Office, Photoshop and Acrobat
3. Well versed in Page designing with Quark Xpress, Indesign and pagemaker, Fast Hindi typing speed.
4. Net Savvy