

SUBHAM KUMAR

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Professional Summary

Experienced Hindi Translator with 9+ years of professional experience in translating educational, government, technical, and creative content. Skilled in handling diverse domains including health, finance, e-learning, and literature. Proficient with CAT tools and various content management platforms.

Expertise

Possess experience in managing and delivering high-quality translation projects across a diverse range of domains. Successfully handled end-to-end translation operations — from sourcing projects to final delivery — for reputed clients and agencies.

Areas of Specialization:

- **Educational Content Translation:** Translated and managed content for competitive exams such as SSC, Bank, Railway, UPSC, State PCS including study materials, practice sets, question papers, and mock tests.
- **Government & Parliamentary Documentation:** Experienced in translating high-accuracy government files such as Parliamentary Reports, Budget Documents, Office Orders, and Circulars.
- **Website & Mobile App Localization:** Localized dynamic websites and mobile applications with proper adaptation of cultural context and UI sensitivity (including content for Bajaj Allianz, Sasta Sundar, etc.).
- **Medical & Insurance Content:** Translated health articles, doctor interviews, medicine descriptions, diseases, patient communication content, and insurance policies for Indian and international audiences.
- **Creative Writing & Literature:** Translated a variety of fiction and non-fiction content including short stories, novels, spiritual and motivational books, and Christian literature.
- **Training & Corporate Communication:** Translated training manuals, SOPs, e-learning materials, presentations, and internal policy documents for corporates and technical institutions.
- **Culinary Content & Lifestyle:** Translated recipes, health and wellness guides, and lifestyle blogs while maintaining original flavor, tone, and clarity.
- **Surveys, Reports & Questionnaires:** Worked on translation and localization of market surveys, feedback forms, evaluation reports, and structured questionnaires for government and educational bodies.

Professional Experience

Worked with the following organizations for translation projects:

Over the course of 9+ years, I have collaborated with a wide range of national and international clients, contributing to diverse translation projects in educational, governmental, technical, medical, and creative domains. Below are some of the key organizations and nature of work handled:

- **Adda 24x7** – Translated competitive exam materials including SSC, Railways, Banking; covering question papers, mock tests, and study guides.
- **Embibe** – Academic and exam-oriented content translation for various educational levels and assessments.
- **Entri App** – Translation of preparation materials, e-books, and course content for government exams.
- **Skill Mantra & Synergy Edu-services** – Technical training modules and course content for vocational and industry-specific programs.
- **Reverie Language Technologies** – High-accuracy translations of parliamentary documents, government budgets, circulars, and office memos.
- **Orion Contentgrill & Yajur Publications** – Educational textbooks, new academic books, student materials, and curriculum-aligned content.
- **Sasta Sundar (Flexi Plus)** – Health articles, medical translations, doctor interviews, and pharmaceutical literature.
- **Wordsworth Solutions** – General translations along with creative projects like novels, stories, and new literary books.
- **White Globe Pvt. Ltd.** – Translations for websites, finance & insurance content, and stock market-related documentation.
- **Vinsys Language Services** – Translated websites, recipes, e-learning modules, training PPTs, and corporate materials.
- **Indian Translation Group** – General content including stories, cultural material, and survey documentation.
- **Morian Translation Group** – Government project translations at central and state levels, including public awareness content.
- **Cuttingedge Translation Service** – Religious books, Christian literature, and motivational stories.
- **Gulf Localization** – Translated Gulf company policies, training manuals, employee handbooks, and vendor agreements.

Project Management Experience

- Wordsworth Solutions
- Orion Contentgrill
- Translation Seva

Key Responsibilities:

- Handel sourced translation projects from various clients and domains, including education, healthcare, finance, and literature.
- Built and coordinated a team of freelance translators based on language pairs and subject matter expertise.
- Ensured timely delivery of high-quality translations by implementing quality control processes.
- Communicated client expectations clearly to the translators and performed reviews to maintain consistency and accuracy.
- Managed multiple projects simultaneously using CAT tools and content management platforms.
- Maintained project documentation, tracked progress, and resolved issues to ensure smooth workflow from assignment to final submission.

CAT Tools & Platforms

Content Management System, Prabandhak, Memsourc, MemoQ, SmartCat

Educational Qualification

<u>EXAMS</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR</u>
10 th	W.B.B.S.E	2006
12 th	W.B.C.H.S.E	2008
Graduation (HINDI)	W.B.S.U	2011
PG (HINDI)	W.B.S.U	2013
PG Diploma in Translation	I.G.N.O.U	2014

Technical Skills & Extra Activities

WordPress CMS (Website content handling and designing)
Basic HTML for formatting content in WordPress or CMS
Blogspot & Blogger customization
Canva (for visual content creation)
Photoshop (Image editing for educational or blog content)

Personal Details

Date of Birth: 03/03/1991
Gender: Male
Hobbies: Learning new software tools for content creation, experimenting with blogs & WordPress.