

# Sudipta Singh

Transcriber & Translator

## CONTACT

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## SUMMARY

3+ years experience in transcription. I believe that one should get a chance to showcase the abilities and relevant skills. I make sure to put in all my efforts to the work I do and deliver the content within the given deadline. I'm looking forward for a chance to prove my worth for the firm.

## EDUCATION

### ● Bally Nischinda Chittaranjan Vidyalaya

senior Secondary (XII) {2023}  
West Bengal Higher Secondary Board Commerce

### ● Raja Peary Mohan College

B.Com(bachelor degree) {2023-2026}  
Calcutta university

## WORK EXPERIENCE

### ● Transcriber

josh talks (2023 - 2024)

- At josh talks, I'm work transcription projects that transformed audio content into accurate, easily accessible text.
- I built and managed a streamlined process, ensuring consistency and high-quality deliverables across multiple subject.

### ● Transcriber

solvitute solutions ( 2024 - 2025 )

- At solvitute solutions, I'm work as a transcriber & a Quality Checker.
- I understand the importance of meeting deadlines and maintaining high standards in all tasks assigned to me.

## SKILLS

- Transcription
- Translation
- English Proficiency (Written)
- English Proficiency (Spoken)
- Hindi Proficiency (Spoken)
- Bengali Proficiency (Spoken)
- Bengali Proficiency (Written)
- Quality Assurance/Quality Control (QA/QC)