Surbhi Sharma

N-388/10 Saurabh Vihar, Jaitpur Badarpur,   
New Delhi 110044

Mobile: 8882337525

[sursharma16@gmail.com](mailto:sursharma16@gmail.com)

|  |
| --- |
| **CAREER OBJECTIVE** |

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

|  |
| --- |
| **ACADEMIC DETAILS** |

* B.A. (Hons) Hindi [2012] with aggregate of 51% from Deshabndhu College, Delhi University
* M.A. Hindi [2016] with aggregate of 56% from Sri Aurbindo College, Delhi University
* PG Diploma in Translation [2016] with aggregate of 55% from Delhi University

|  |
| --- |
| **WORK EXPERIENCE** |

* Worked as Administrative Assistant in Indraprastha Apollo Hospital from May 2016 to Feb 2017

Role: To make payments for Doctors OPD billing

To assist patient for appointment with Doctors to book appointment

To make medical record data

* Worked as Hindi Translator cum Content writing (SME) in Dreamtech Press from Mar 2017 to Sep 2017

Role: To translate competitive exams questions.

To create questions for competitive exams questions

Proofreading

* Worked as Hindi Translator(Freelancer) in testbook.com
* One Year of Experience as Hindi Translator from Hindi Department, Delhi University during Translation course.

|  |
| --- |
| **PROJECT DETAILS** |

**• Translation**

|  |  |  |
| --- | --- | --- |
| **Description** | **:** | Translated two chapters of 'The Female Brain' written by Dr. Louann Brizindine based of Neuropsychology. |
| **Duration** | **:** | 3 months |
| **Role** | **:** | To translate English Scientific non-fiction into Hindi |
| **Team Size** | **:** | 1 |

**• Vetting**

|  |  |  |
| --- | --- | --- |
| **Description** | **:** | As a part of translation I did vetting of Shikhandi and other tales and the translated data |
| **Duration** | **:** | 3 months |
| **Role** | **:** | to evaluate and verify the quality from source language to target language |
| **Team Size** | **:** | 1 |

|  |
| --- |
| **FIELD OF INTERESTS** |

* Translation
* Language

|  |
| --- |
| **SKILLS** |

* MS Word
* MS Excel
* SDL Trados

|  |
| --- |
| **CURRICULAR ACTIVITIES** |

* Learning Persian

|  |
| --- |
| **DECLARATION** |

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 24/02/2018

Place : New Delhi

(Surbhi Sharma)