

RESUME

BHASHNA GUPTA

**284, OPP. SHRI VENKATESHWARA COLLEGE
SATYA NIKETEN, NEW DELHI-110021 (INDIA)
MOBILE NO. +91 9910401097 (on WhatsApp too)**



ACADEMIC QUALIFICATION:

- 10th Pass from PUNJAB Board (in Punjabi Medium)
- 12th Pass from IGNOU.
- Done Lekh Rachna Diploma from Institute of Journalism, New Delhi.
- Done Kahani Lekhan Diploma from Kahani Lekhan Institue Ambala, Haryana.
- B.A. Pass from IGNOU. (With the Subject of Translation)
(ATR-1, it is a translation subject (Optional) from IGNOU in B.A.)
- M.A.(Hindi) from IGNOU.
- M.A. (English) from IGNOU.

TRANSLATION EXPERIENCE:

More than 14 Years' experience of Translation with Leading Translation Agencies from India, USA, Egypt, Australia, Canada, China, Japan, UK (continue).

Projects done so far:

Medical (Hindi & Punjabi) - Projects of different Pharmaceutical Companies - Informed Consent Forms, Patient Card, Patient Information, Glossary etc. (More than 25,00,000 Words)

Mediclaime (Legal plus Medical Projects) – Done 4,00,000 words project for one client in 2015, and 2,00,000 for another client in 2016-17.

Psychometric Questionnaires (Punjabi) (About 5,00,000 words)

Legal (Punjabi & Hindi) (10,00,000 words)

Canadian Government Projects – Doing projects for Canadian Municipalities for 5 Years (More than 3 Lac words)

Done so many Company Articles, Reports on Management, Company Policies, Salesmen Policies, Surveys and many more. (About 2,00,000 words)

Done so many School Letters from Canada, USA, UK etc. (About 50, 000 words)

Synopsis of Movies of different countries – About 3 Lac words

Survey (Hindi & Punjabi) (15,00,000 words)

Computer Books (Punjabi) 3

Educational - E-learning (Punjabi)- Question Papers of Physics, Chemistry, Electronics, DTP, General Aptitude, Eng. Etc, Mathematics, History (Class 4th, 5th, 9th & 10th. (2,50,000 words)

Mobile Phone User Menu (Punjabi & Hindi) (15,00,000 words)

Website content (Punjabi & Hindi) (7,00,000 words)

Agriculture (Punjabi & Hindi) (1,00,000 words)

Certificates (Hindi>Eng & Punjabi >Eng.) - Birth Certificates, Death Certificates, Academic Certificates, Marriage Certificates etc. (About 200 Certificates)

Radio Scripts (Punjabi & Hindi) (10,000 words)

Literary Book (Hindi) (25,000 words)

Spiritual (Hindi) (15,000 words)

- Done more than 20 Projects (approx. 60,000 words) of Elections in Trados (Translation in Punjabi & Hindi).
- Done a big project of Facebook (Social Media) in 2016 (70,000 words).
- 10,000 words of Baby loss/miscarriage project.
- 17,200 words of E-learning project (Science, Math of Grade 1 to 8).

Tools - SDL Trados Studio 2007, 2011, 2014, 2015, Wordfast, Transtool, Passolo, Memsource, XTM, Worbee, MemoQ, Crowdin.

LANGUAGE PAIRS:

Eng>Hindi, Eng>Punjabi, Hindi>English, Punjabi>Eng., Hindi>Punjabi, Punjabi>Hindi.

PERSONAL DETAILS :

Date of Birth : 15.02.1973
Nationality : Indian
Marital Status : Married

STRENGTHS:

- Self Motivated and eager to learn new things.
- Sincere & Confident.
- Excellent command over Hindi, Punjabi & English.
- I take very good care of deadlines.
- Quality is my priority. I don't compromise with it. After finishing Translation, I always proofread my own Translation to ensure error free delivery.
- Can handle small to large projects without any hassle.

Achieved excellent feedback from the clients. Please refer-

<http://www.proz.com/profile/1235237>

A handwritten signature in black ink, appearing to read 'Bhashna Gupta', enclosed within a large, loopy circular flourish.

(BHASHNA GUPTA)