

Resume

Name: **TransMax:** Proprietor - **Purnima Kundetkar**

Address: Flat no. 808, Tower 13, Sky-i Songbirds 2, Near Hotel Daulat Garden,
A/p Bhugaon, Taluka Mulashi, Dist. Pune
Pin code 412115.

Date of Birth: 28th June 1969

Cell: +91 98508 21137

E-mail: purnima.69@gmail.com; newpurnima@rediffmail.com

IM: purnima.69@gtalk

Skype: purnima.kundetkar

Proz.com profile: <http://www.proz.com/profile/1331147>

Translation Directory profile:

http://www.translationdirectory.com/translators/english_marathi/purnima_kundetkar.php

Translator's Café profile: Purnima28.TranslatorsCafe.com

Summary of Skills:

Excellent translation, transcription and subtitling skills in Marathi, English and Hindi Language.

Good verbal and writing skills in Marathi, English and Hindi Language.

Learning Japanese language (N4 completed)

Artistic value additions in creation of artifacts and collaterals.

Hobbies:

Cycling, reading, listening music, interviews, philosophy talks; Studying human nature.

Education:

Bachelor of Arts (Arts & Painting).

Experience Summarized:

More than 25 years in creation of artifacts (paintings, greeting cards and decorative articles)

Studying philosophy since many years.

Working as a professional translator and transcriptionist for more than 14 years.

Work experience in Life, General and Health Insurance for more than 8 years.

Translations Experience:

Application Areas:

- **Medical Translations** -Medical surveys, Informed consent forms, Protocols, Brochures, Advertisements; Academic course for Radiology; **Companies-** Vicks, Himalaya, Cipla, Reliance, Boehringer Ingelheim Pharmaceuticals, Inc., Dabur India Limited, Johnson & Johnson, Merck India Ltd. GE and other reputed companies.

- **Commerce & Banking** -Financial Accounting, International marketing, Human Resources, Retail Etc. **Companies & Banks**– PepsiCo, Citi Bank, SBI, Yes Bank, Axis Bank and other reputed companies.
- **IT** -Computer hardware and software, Data and data management, computing fundamentals etc.
- **Localization projects** - Yahoo!, Facebook, Google, Twitter, Tiktok, Microsoft - Reach, Skype, Office, Windows 10, PHOATM, CNE, ECO; Quikr, GoDaddy, Paypal, Amazon and other reputed companies and websites.
- **Gaming**: Raji Games
- **Automobile**- Training program questionnaires, manuals, contents, product information, sales brochures and related collateral; **Companies**- Bosch, Tata, Tata Hitachi, New Holland, **MOBIS** and other reputed companies.
- **Educational Domain** – E-learning programs – Std 1 to 12th (Mathematics, Economics, Accountancy, Philosophy, Geography, Psychology, Sociology, Chemistry, Biology, Physics, History, Geography, General Knowledge)
- **Telecom Domain** - Product brochures, user guides, usage instructions; **for companies like** - Samsung Smart Phone, Sony Ericsson, Opera Software, Cello Hike Messenger Huawei and other reputed companies.
- **Food and Nutrition Domain** – Cookery and Nutritionist's shows and Cookery books
- **Finance and Insurance Domain** - Life and general insurance documents, E learning program for corporate – SBI Life Insurance Co. Ltd., ING Vysya Life Insurance Company, Kotak Mahindra Old Mutual Life Insurance Ltd, LIC of India, Aegon Religare, IC-33 Book-2011 and 2014 version
- **Human Resources** - Employees Surveys **Companies** - Johnson & Johnson, Coca Cola
- **Legal Domain** – Charge Sheets, FIRs, Panchanamas, Land agreements, Writs, Plaints, Various complaints, Says, Rejoinders, Code of conduct, Compliance Manuals, Principals on Handling gifts and donations, Principals on handling agency contracts **Companies** - Samsung, Semperit, Local promoters and builders, Kimberly-Clark, Magna and other reputed companies.
- **Agriculture** – product brochures, information booklets, leaflets, advertisements, Apps, Website localization **Companies** – Mahindra, Yara
- **Other** – Questionnaires of training programs, manuals, contents, product information, sales brochures and related collateral, Draft development plan 2034 – Greater Mumbai; National Skill Development Corporation; High Speed Rail Station Sign Program Manual, Google query translation.
Companies - Kimberly-Clark, Magna, Nikon COOLPIX camera, Asian Paints and other reputed companies.
- **Translated more than 20 books** – Publishers – Continental Publications, Mehata Publishing House, Rohan Publications, Diamond Pocket books, Concept Publications, Mitcon, Sage Publications and other reputed publishers.
- **Books about** - Personality development, Health, Fiction, Self-help, Marketing, Human Resources, Commerce, Fitness training, Philosophy, Rural Development, Environmental Economics, stories and essay books for children, Biographies, Autobiographies, Articles, News, Press releases, A Handbook on Neurological Disorders for special educators

- **Transcription:**

- Yoga Talks- B.K.S. Iyengar Institute for Yoga, Pune – More than 60 hours
- HR interviews – More than 50 hours (Companies – Tata Motors, Volkswagen, Toyota)
- Corporate interviews & Board meetings
- News, Documentaries, Advertisements for Radio and TV channels
- Cookery shows
- Diabetic Patients' interviews
- Hearings of courts, forums, committees' cases
- Stroke patients', caregivers and nurses' interviews

- **Subtitles**

- Marathi Movie – Putravati (Marathi>English)
- English TV Serial – Dawson's Creek (Season 6 Episode 6 to 15) (English>Marathi)
- English Movies – Marathi Subtitles – Spanglish, Snatch, Starship Troopers

- **Mediums of language for translation:**

° English to Marathi; ° Hindi to Marathi; ° Marathi to English

- **Output result per day / per week:** 3,000 words per day / 20,000 words per week.

- **Translation fonts:** Unicode Mangal, Unicode Arial

- **Operating System and Translation tools:**

Windows 10 Pro – 32-bit Operating system, x64-based processor;
SDL Trados 2021; Loc studio; MemoQ, Wordfast, Smartling, Smartcat, Memsource, Subtitle edits

- **Services:**

Translation; Transcription and Translation [audio and video]; Proof reading; Review, Reconciliation, Subtitling.