

SAKSHI GARG

Translator/Interpreter/Typist

sakshigarg038@gmail.com

Language Pair- English-French-English

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Year	Company	Job enrolled
2011-Present	Sri Sai translations (India)	Freelance Translator
2011- Present	Marigold films Translations Pvt. Ltd (India)	Freelance Translator
March 2013- September 2013	Exevo (India)	International Market researcher (French)
December 2013- June 2014	Always on vacation (India)	French speaker
March 2014	CTF France (France)	Freelance Interpreter

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties: Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. **Translation of documents/letters from a French to English & vice versa.** Reviewing and proofreading. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English or French.

AREAS OF EXPERTISE

Translating documents
Proofreading
Interpreting
Terminology
Multi lingual
European languages
Life Sciences
Chemistry & Pharmacy
Medical
Questionnaires
IT
Software
Hardware
Localization
Humanities

PROFESSIONAL

CTF France
B1 level

PERSONAL SKILLS

Detail orientated
Well organised
Friendly

PERSONAL DETAILS

House no- 1213, Sector-19

Faridabad (Haryana, India)

121002

M: +91 8586804920

E: sakshigarg038@gmail.com

DOB: 05/08/1993

Driving license: Yes

Nationality: Indian

ACADEMIC QUALIFICATIONS

Year	Qualification	Location
2010-2011	Higher Secondary	Ryan International School, Faridabad (India)
December 2012	B1 level cleared	Alliance Francais, Delhi (India)
2011-2014	Advance diploma of French	Hansraj College, Delhi University (India)
2011-2014	B.com (Honors)	Delhi University (India)

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools. Able to fluently speak French, English, Hindi. Excellent communication and social skills. Able to work to tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure. Able to prioritise work.

References available on request