

# MUNEER BASHA SHAIK

---

## PROFESSIONAL SUMMARY

A German Language Expert cum a Freelancer, wish to land a position as a Linguistic, where i can function as a Translator, Transcription and Annotator. I have more than 04 years experience translating languages and my specializations include German, Telugu, and English all of which are at the business level in terms of proficiency.

---

## WORK HISTORY

**Linguist - Freelancer, 01/2017 to 12/2021**

**Sub Vendors - Kolkata, India**

- As Translator : I have done many type of Translations in pair of German <> English and German <> Telugu to Sub vendors.

General Translations : i have translated many formal interviews, formal meets, and general Conversations into German to English and Telugu to German.

Clients are Sub-vendors so i can not share the details of them

- I have worked to a International Client ( HT International s r o, czech republic ) as a linguist and done Proof reading of a Translated document (German to Telugu), and Translated a data about a missing girl ( German to Telugu ).

Technical Translations : I have done translations of several clinical diagnostics reports ( German to English )

- As Transcriptionist : Converted various data into a Text words by listening many videos ( Cooking and TV Programs )Telugu to Telugu.
- As Data Annotator : I have worked on two projects, where i have converted data into Image to text. ( German to German ).

**Senior Quality Analyst, 09/2015 to Current**

**Concentrix Corporation - Kolkata, India**

- Conduct quality audits, and share feedback with associates.
- Conduct compliance and Quality checks and ensure timely reporting.
- Drive continuous improvement – make recommendations and drive improvement.
- Data analysis and creation of designated reports or presentations
- Strengthen Quality management processes or framework to improve quality delivery.
- Ensure data management for all deliverable and be accessible without any delay.
- Client Escalation Management.

## CONTACT

**Address:** Anantapur, India 515001

**Phone:** +919490744133

**Email:** shaikmuneeb88@gmail.com

---

## EDUCATION

**Master of Science, Biochemistry, 03/2011**

**Jawaharlal Nehru Technological University - Anantapur**

**Bachelor of Science, Biotechnology, Micro Biology And Chemistry, 10/2008**

**Sri Krishna Devaraya Univesity - Anantapur**

**Higher Secondary, Medical Laboratory Technology, 05/2005**

**Government Junior College - Anantapur**

---

## CERTIFICATIONS

- Advance Diploma in German Language
  - Senior Diploma in German Language
  - Junior one and Junior two Diploma in German Language
- 

## SKILLS

- Proofreading skills
- Translations ( General, Technical (Biological, Medical and Clinical), Insurance)
- Transcriptions
- Data Annotation ( Image to Text,

- Participate in internal and external calibrations to ensure consistent scoring and feedback delivery approach.
  - Preparing RCA (Root Cause Analysis) on Associates errors.
  - Identifying Upper Quartile, Lower Quartile and Bottom Quartile.
  - Identifying the TNI (Trainee Needs Improvement) and Re – Train
  - Completed Online Six Sigma Training course
- 

## PRICE

Translations : 0.096 USD/Per Word

Proof Reading: 0.055 USD/Per Word

Transcription : 5 USD /Per minute

---

## DECLARATION

I, Shaik Muneer Basha, hereby declare that the above information contained herein is True and Correct to the best of my Knowledge and believe.

SHAIK MUNEEER BASHA

---

- Speech to Text )
  - Good Typing Skills
  - Net Savvy
  - Content Writing
  - Copy and Editing
  - Quick Learner
  - Perseverance
- 

## LANGUAGES

**English**

C1



**German**

C1



**Telugu**



**Hindi**

