

# LANGUAGE TRANSLATOR

**NAME:** : NARENDER ANAND

**Education:** : Graduate in Arts from University of Delhi, India in 1977

**Age** : 64 years

**Address:** : Flat 272, GH-73, City Co-op. Group Housing Society,  
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Sector 55, Gurgaon 122011. Haryana State, India

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**Language Pair:** : **Translation:** English<>Hindi  
: **Transcription:** English<>Hindi;  
Punjabi>English/Hindi; Urdu>English/Hindi

## Translation for:

**Regional Indian &** : Marathi, Gujarati, Tamil, Telugu, Kannada, Malyalam,  
Punjabi, Oriya, Bengali, Assamese, Oriya, Urdu and  
Others not common language such as Kashmiri, Bodo  
etc. can be sourced as per requirement

**Foreign Languages** : Japanese, German, French, Arabic, Russian and  
Chinese etc.

## **PROFESSIONAL background as freelance translators as Hindi<>English**

- Began my journey as a full time translator from December 2011.
- Provided linguistic services to Skills Imparting Institutions, Corporates, Government Undertakings, Manufacturers and Language Agencies etc. etc.
- Provided Training Manuals/Modules/Legal Documents/Court Documents/Standing Orders/Instruction Manuals/Mythology/ etc.
- Rich experience of providing translation in various state-of-the-art softwares: MS Words, Adobe PageMaker, CorelDraw, MS Excel, PowerPoint etc. and also sound experience in Adobe Photoshop.

### **Domains/Institutions/Organisation covered:**

#### **Institutions:**

- Security Professional Training Institute (ASTM) Mumbai
- Road Security and Traffic Management Institute (IRTE) Faridabad
- ByJus - One of the leading online Academic Institution, Bangalore
- Central Excise, GoI for GST launch FAQ
- World congress on Environment by NPC
- Safety and Health Policies
- Agriculture – for Apps
- NABARD, GoI Portal for Farmers and
- Solar Energy for Tata Power; etc.
- Training Manuals for Farmers, Bee Farmers and Poultry
- Legal Documents: Property, Court, F.I.R., Company's Standing Orders etc.
- Marketing Promotional Collaterals
- Department of Tourism
- Hospitals Detailers, Information Guidelines, and Training Manuals

- Mythology Fiction Novels (including British Writer)
- Press Releases, Advertisement, Notice Advertisements
- Annual Reports
- Websites for various Government of India undertakings, corporates etc.

**Key Skills:**

**Graphic Design**

**Programs:** Corel Draw, MS Words, PowerPoint, MS Excel, Adobe Photoshop

**Language:** Hindi, English (Excellent command in writing, speaking. understanding)

Punjabi (Listening and Speaking): Urdu (Listening only)

**Creative:** Writing, Designing, Offset Printing supervision and planning

**Network:** Having network of vast languages translators

**Expertise:** Rich experience of providing time bound translation, transcription, reviewing assignments

**Brief work experience: (prior to 2011)**

**June 2007 to November 2011:**

- **Clutch Auto Limited**, a leading 4 wheel clutch manufacturer based in Faridabad, Haryana as **Graphic Manage/Brand Promotion Consultant**.
- Wrote technical manuals, instruction sheets, functioning of clutches for Sales, Dealers, and Mechanics trainings besides promotional activities.

**September 1991 till May 2007:**

- Started my own design and print agency and provided turnkey printing and exhibition assignments to corporates which includes: designing, printing besides writing copy in both English and Hindi

**March 1991- August 1991:**

- A leading advertising agency in **Oman namely Asha Advertising Agency** as **Traffic Controller**. The role is to coordination within the group's in-house divisions, departments, external associate companies and suppliers.

**1987-1989:**

Founded and managed art department of **Trikaya Grey**, part of worldwide Grey group as **Studio Manager**.

**1987-1989:**

Founded and managed art department of **Edge Communications** a subsidiary of Saatchi & Saatchi worldwide as **Studio Manager**.

**1984-1987:**

Legendary David Ogilvy's advertising agency namely **O&M Advertising**, the third largest Ad Agency in the country as **Studio Executive**.

Warm regards

Narender Anand

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