

PALLAB HAZARIKA

An enthusiastic and high energy driven professional with over 8 years of experience in **Translator, Reviewer, Copywriter**, Copy Editor aiming for assignments in the same with an organization of high repute offering challenging work profile across PAN India

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Core Competencies

- Assamese Interpreter
- Translator
- Client Relationship Management
- Reporting & Documentation
- Training & Development
- Content Development
- Project Management
- Liaison & Coordination
- Team Building & Leadership

IT Skills

- MS Office (Excel, Word, PowerPoint)
- DTP
- Windows
- Mac & Linux Platforms
- SDL Trados Studios 2011
- MemoQ
- SmartCat and Internet Applications
- CAT Tools

Soft Skills



Profile Summary

- A goal-oriented professional with 2.9 years of experience in Translation and Interpretation in Assamese Language
- Skilled at translating conversations from one language to another and bridging the cultural and language gaps between speakers
- Linguistic specialist performing a variety of language-based studies, experiments and consultations including translating relevant materials from English to Assamese language
- Expertise in evaluating, establishing & maintaining reports effectively; managing documents to facilitate achievement of organizational objectives and ensuring profitability of operations
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational capabilities

Work Experience

Embibe, Bangalore, May'21 – Jan'23

Designation: **Language Quality Manager**

Key Result Areas:

- Bringing workable insights and recommendations in various projects in collaboration with Project & Language Coordinators; translating, transcribing and reviewing written documents from a source language to a target language
- Ensuring the translations for client's products and services are of high quality and language is truly consistent and accessible to the target audience
- Upholding the confidentiality policy when translating personal and diplomatic materials
- Applying language skills such as grammar, syntax, semantics, style and appropriate terminology
- Building long lasting relationships with clients by providing an excellent customer service
- Working to Review QC, Translation of Video Scripts Voice Over QC, Raising tickets in JIRA, Translation of Voice over script for students of Class 6th to 12, SEO, Academic Validation of Translated UI in Embibe app for IOS and Android

Reverie Inc., Bangalore, Oct'21 – Dec'21

Designation: **Translator**

Key Result Areas:

- Understanding the subject matter and converting information from one language (source language) into another (target language) – Assamese
- Manipulating sentences and ideas to flow with the same coherence as those in the source document, keeping in mind the cultural references to explain the intended audience
- Conducting translation of documents and receiving / submitting the assignments



Personal Details

Date of Birth: 21st June 1986

Languages Known: Assamese, English, Hindi, Bengali & Nepali

Address: House No. B3 – 151, BDA Quarters, Phase – 2, Professor UR Rao Road, Domlur – 560071, Bengalore

Other Work Experience

Satvat Infosol Pvt. Ltd., Chennai, Nov'19 – Jan'20

Designation: **Reviewer**

AK Ventures, Mumbai, Sep'19 – Nov'19

Designation: **Reviewer**

Lyric Labs, Mumbai, Aug'18 – Feb'19

Designation: **Reviewer**

Education

2011

MA- Ancient Indian History Culture Archaeology from Kurukshetra University, Kurukshetra

2008

Bachelor of Arts - History (Honors) from Biswanath College, Guwahati University, Guwahati

2004

12th from Biswanath College, Chariali

Freelancing Assignments

- 2015 – Present: Fideltech as Freelance Translator
- 2014 – Present: NS Weblabs as Freelance Translator
- 2017 – Present: Words in Videos as Freelance Translator / Reviewer-cum-Translator
- 2018 – Present: Anubad Language Services as Proprietor
- 2018 – Present: Translate Media as a Freelancer
- 2018 – Present: Tallurs Info Validation Ltd. as a Freelance Translator
- 2018 – Present: Bottomline as a Freelance Translator (Translation of Press Releases)
- 2017 – Present: CliniApps as a Freelance Translator - Medical Domain
- 2017 – Present: Vie Support Language as a Freelance Translator
- 2016 – Present: Facit as a Freelance Translator - Translation of ICD Documents
- 2017 – Present: Translated.com as a Freelance Translator (Translation of IT Documents from English to Assamese and vice-versa)
- 2018 – Present: Moravia as a Language Vendor
- 2018 – Present: TransPerfect as a Freelance Translator
- 2018 – Present: Braahmam as a Freelance Translator
- 2018 – Present: Webdunia as a Freelance Translator
- 2018 – Present: Srisai Translations as Reviewer-cum Translator