

MS. GIETH AGRAWAL

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Memberships: Proz.com, Translators Cafe, Translators Directory

OBJECTIVE

A multi-talented, experienced & diversified personage and bilingual translator and Interpreter with a proven ability to translate data from a source language to a target language. A continual learner with excellent grasping power and comprehensive communication skills who can communicate clearly & effectively with people from all social & professional backgrounds.

Working since 15 years in various multinational domains, a full time freelancer in linguistics to pursue and apply the extensive knowledge and intellect for my lexical passion.

EDUCATION

Commerce graduate

LANGUAGE PROFICIENCY

English, Hindi, Marathi, and Rajasthani

Work in language pairs of English <> Hindi <> Marathi

Services rendered in True type and open type fonts as well as custom fonts.

LINGUSITIC EXPERIENCE

- Working as a full time Freelance translator, Reviewer, Proofreader, transcriber and Interpreter for Leading national and international translation companies and agencies.
- .Providing quality control [QC] and quality translations done by junior linguists, for a higher level of accuracy and customer satisfaction.
- . Provided simultaneous, consecutive, and remote Interpretation in Marathi and Hindi to various International clients.
- . Currently working on Bilingual Corpus Project and Text to Speech Projects.
- . Contributed to over a thousand translations, many of which are Government Books, Various Google Products, Manuals etc.
- . Contributed in translation of Websites like QUORA, OYO, Iffco-Tokyo, Bajaj Fiserv, Uber etc.

NON LINGUSITIC EXPERIENE:

- Liaising with subscribers across the globe.
- Collating, translating news, data, analysis and articles into Hindi, Marathi and English languages.
- Making inventory, glossary and intensive research on the subject.
- Writing posts on media platforms like LinkedIn for the organization.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

ORGANIZATIONS

- > **RWS Moravia, Rosario, Argentina**
Various GTT and Polyglot projects since 2011
- > **Astro Vision Ltd, Kerala**
Working in Astrological domain translation and proofing since last one year
- > **Andovar, Clifford Centre, Singapore**
Various translation and transcription
- > **Langscape Language Solutions Pvt. Ltd, Tamil Nadu, India**
Long term translation and proofreading projects
- > **Sharpline Graphics Pvt. Ltd, Bangalore, India**
Translation and content writing for advertising Industry
- > **Crystal Hues Limited, New Delhi India**
Various translation and transcription
- > **Lexicon Service, Greater Noida, India**
Simultaneous interpretation for an Employee survey for Ireland based company.
Translation and proofreading for retail, technical and engineering domain and e-books in Hindi and Marathi.
Translated a long term project on books for RASCI - Retailers Association's Skill Council of India. Website localization for OYO rooms. (More than 3 lacs words)
- > **Eccellente Services Pvt. Ltd, India**
Translation and Quality Check for text to speech projects from Google.
More than 20 different long/short term projects
- > **FACEBOOK**
Working as verifier for Facebook via an agency.
- > **Google**
Working as transcriber/ Quality Checker and on other Google toolkits since last 5 years for various agencies.
- > **M/s. Kamal Jain Associates Ltd, Pune, India**
Translation of native local news from Marathi to English and making of daily newsletter.
- > **Vokian Localization Pvt Ltd. Chennai, India**
Translation from English to Marathi for long term project on books of National Skill Development mission for various subjects.
- > **Honey Translations, Chennai, India**
Translation of various logistics, supply chain management documents from Marathi to English for government programs.
- > **Trans Galaxia Services Pvt. Ltd., Delhi, India**
Translation of various documents from Marathi to English for Google.
- > **Honyaku Remedies, Mumbai, India**
Translation of various legal and press release documents from Marathi to English.
Translation of various legal documents from Marathi to English for litigation, Visa and other purposes
- > **Thakur Arts, Commerce and Science College Yavatmal, India**
Translation of various educational, management, administration, litigation related documents and books in Hindi and Marathi
- > **Tri India Pvt. Ltd, Delhi**
Simultaneous Interpretation for a Global Summit (Cotton Trail Blazers)
- > **Winsome Translators Pvt. Ltd, Delhi**
Interpretation sessions in different cities of Maharashtra for a US based client. (Social Impact)
- > **Lexicon Service, Greater Noida, India**
Simultaneous interpretation for an Employee survey for Ireland based company.
- > **Shakti Enterprise, India**
Conference interpretation for New product Launch (Delhi)

Ongoing projects with Moravia, Lexicon, Eccellente, Langscape, Intraworld, Indian Certified Translators, Andovar, Kesen and more ...

AREA OF EXPERTISE

- Interpretation' Medical ~ Technical ~legal ~ Questionnaires ~ IT: hardware & software ~
- Mobile Apps ~ Consumer web apps ~ digital marketing ~ Website Localization
- General Business ~E - Learning~ Finance ~ Manuals ~ Advertising
- Governments' Forms and Documents ~ Training Material ~ Glossary

OVERALL CORPORATE EXPERIENCE

- **Worked as Quality Analyst in BNY Mellon, Pune and Ocwen Mortgage Service, Pune**

(Quality Assurance for 58 Mutual Fund Companies, Mortgage Services for US residents)

- **Worked as Senior Analyst and Process Trainer in Zensar Technologies, Pune**

(Supply Chain and Logistics, liaising and communicating with 28 countries across the globe for procurement and stock movement)

- **Worked as Senior Associate in Aviva Insurance, V-Customers and Tata Tele Services, Pune**

(Valuation and processing on maturity of claims for life insurance and customer services to telecom industry)

- **Worked as Editor in M/s. Kamal Jain Associates Ltd, Pune**

(Editing, Proofreading, Translating for a daily newsletter for subscribers across the globe in Sugar Industry)

WORK PROFICIENCY

- Proficient in Office tools like Excel, PowerPoint, Word and Adobe PDF
- Accustomed with CAT tools like Trados, Wordfast, however work as manual translator.
- Hardware available - Windows 10, 2GB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Broadband Internet
- Services rendered in file formats like, Microsoft Word, Excel, PowerPoint, PDF etc. • Done Subtitling and Closed Caption work for a few small audio and video files.

ACCOMPLISHMENTS

- Distinction of being recognized as the knowledge bank and Subject Matter Expert of process in various organizations
- Bagged Best Employee, Best Team Player, Best Outstanding Performance and Extracurricular Awards and acted as active member in CSR Activities, Involvement in Community Partnership Program, NGO's for the company
- Successfully initiated and completed Sugar Forums and conferences at Kamal Jain Trading
- Successfully completed the Lean and Six Sigma basic training with certification at BNY
- NLP basics and other Life management Workshops
- Attended and cleared various Computer based and corporate trainings

EXTRA CURRICULAR ACTIVITIES AND HOBBIES

- Writing, Reading and Painting
- Artist and Gemologist
- Creative Artefact & Trousseau Designer
- Watching documentaries, movies and reading vernacular and erudition material.
- Writing and reading blogs, Poetry and editorials on various subjects

REFERENCES AND ESTIMATE

- Email Testimonials from clients for best quality Interpretation and Quality Translation.
- Available upon request
- Posts available on LinkedIn