

## Curriculum – Vitaé

### **Kavita Malhotra**

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I am an experienced Electrical Engineer turned Hindi Literature Enthusiast. After gaining 6 years of experience in electrical tendering, I switched my career to my passion, i.e., Hindi literature and translation. Presently working as freelance translator and taking work form home projects.

#### **Education:**

- Graduation: B. E. (Electrical Engineering), RGPV, Bhopal - 2007
- Post-Graduation: M. A. (Hindi Literature), 2015, Indira Gandhi National Open University, Delhi - 2015
- PG Diploma in Translation (English ↔ Hindi), Indira Gandhi National Open University, Delhi - 2016
- M. Phil. (Hindi) from Jawaharlal Nehru University, Delhi - 2018
- PhD (Hindi) from Jawaharlal Nehru University, Delhi - Pursuing

#### **Languages:**

- Hindi: Native proficiency
- English: Native proficiency
- Sanskrit: Elementary

#### **Translation Projects accomplished:**

Diplomatic Press Notes and President's Speech, (Ministry of External Affairs-Indian Government), Advertisements (for Oxford University Press), News Articles, Astrological Content, Research Articles (Humanities), Website content etc.

#### **Key Skills:**

- English to Hindi translation and vice versa
- Localization
- Transcription
- Proofreading and Editing
- Analysis and Research

#### **Personal Details:**

- Nationality: Indian
- Sex: Female