



# SANDEEP SULANE

AURANGABAD  
AURANGABAD  
MAHARASHTRA

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## OBJECTIVE

I hereby apply as Transcriber/Editor/Proofreader/Translator. I am working as a Editor/Transcriber/Proofread

## WORK EXPERIENCE

**IDEA/ VODAFONE/KPO** 2009 — 2009  
CALL CENTRE AGENT

**PVT ORGANISATION** 2012 — 2014  
COMPUTER OPERATOR

**Vastu Services and Solutions** 2015 — 2015  
Sales Agent  
Private firm.

**Realteam Systems USA** 2015 — Aug-2017  
Transcriber  
**EDITOR, MEDICAL TRANSCRIBER, LAW TRANSCRIBER, BUSINESS TRANSCRIBER, FINANCIAL TRANSCRIBER, GERMAN TRANSCRIBER.**

**Vtranslate4u** 2017 — still working  
Home based Transcriber/Freelancer  
General, Legal, Medical, Financial

**Transcription Spot Richmond Virginia - 23233** 2017 — still working  
Transcriber/Editor/Proofreader  
General, Legal, Medical, Financial, Engineering, Mathematical, IIT.

**GoTranscript United Kingdom** 2017 — still working  
Transcriber  
AUDIO TRANSCRIPTION, VIDEO TRANSCRIPTION, TRANSLATION, SUBTITLES, CAPTIONS

**Translated.net** 2017 — still working  
Translator  
Translated is a leading provider of professional translations online. We are a team of passionate linguists, IT gurus, and business process specialists who offer a quick and easy solution for the translation of all types of documents. Combining cutting-edge proprietary technology with a unique network of 267,061 native translators worldwide, our team accompanies clients through the entire translation process with the aim of supporting internationalization and localization.

**Crimson Interactive (Voxtab)** August — still working  
Dragon Transcriber  
Voxtab is a leading provider of English transcription services across the globe. We are a brand of Crimson Interactive, one of the world's foremost innovators of language solutions. Innovation is not simply a marketing strategy for us; it is a value we live by.  
Transcription of Asian, European, American Accented English. General, Medical, Business.

**JONCKERS** NOVEMBER- 2017 — still working

Translator/MTPE/Proofreader  
As one of the world's leading global communications companies JONCKERS helps customers translate millions of words every year into every marketplace. With a global network of offices and a 24/7 follow-the-sun model of delivery, the commitment to consistent application of processes, backed by the worlds leading technology platform for translation, is paramount. JONCKERS re-certification to the ISO standard for translation process in 2016 demonstrates the commitment to quality JONCKERS has become famous for spanning over 2

JONCKERS, the world's foremost global communications company, has been awarded top-20 fastest growing software company by Silicon Review magazine.

## QUALIFICATIONS

- Training course 07.06.2008 Main School in Science.
- 06/05/2011 Graduated in computer science.
- Knowledge of MS-OFFICE.

04.05.2011 IBPS exam with certificate

29.05.2014 Diploma in Business Management  
marketing, financial mgt studied, Project on E-BUSINESS,

- TYPE 71 w.p.m.
- Strong communication and writing skills
- Good knowledge C, C++, JAVA.
- GERMAN at a professional level.
- Highly qualified for this Position.
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- Strong hearing and assessment skills.
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- Editing and Research Analyst
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- IIT Transcription

## EDUCATION

<b>SCIENCE</b> V N COLLEGE	<b>2006 — 2008</b>
<b>B.C.S</b> Tom patrick institute of Azad College	<b>2009 — 2011</b>
<b>ADV. DIPLOMA IN GERMAN (GRADUATION)</b> DEPT. OF FOREIGN LANGUAGES BAMU University Aurangabad	<b>2012 — 2015</b>
<ul style="list-style-type: none"><li>▪ German at native level.</li><li>▪ Good Experience on telephone as well as email writing.</li><li>▪ As well as experience of handling all business related activities as well as dealing with the customers.</li><li>▪ German Transcription</li></ul>	
<b>DIPLOMA IN BUISNESS MANAGEMENT (POST GRADUTION)</b> Radhai Institute	<b>2013 — 2014</b>

## LANGUAGES

**COMPUTER LANGUAGES-** C, C++, JAVA, VB.

**FOREIGN LANGUAGE PROFICIENCY-** ENGLISH, AUSTRALIAN ENGLISH, BRITISH ENGLISH, SCOTTISH, KIWI ENGLISH, IRISH ENGLISH, US ENGLISH, GERMAN, AUSTRIAN GERMAN, SWISS GERMAN, SPANISH, ALL GERMAN DIALECTS, DUTCH, FLEMISH DUTCH, BELGIAN DUTCH, SOUTHERN DUTCH, ITALIAN.

**BASIC KNOWLEDGE-** SVENSKA, DANISH, FRENCH, ROMANIAN, HUNGARIAN

## REFERENCES

Noemi Lomartire- Project Manager  
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Translated.net  
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## INTERESTS

Transcription. Learning, Client satisfaction, Traveling, Listening to German Radio, Dutch Radio, English Radio.