

# SWAITY DAS

**Bengali Translator,  
Reviewer, Proof  
reader,  
Content & Article  
Writer**

## CAREER OBJECTIVE

To work in a stimulating and challenging environment, learn and grow leading to continuous self-actualization, do justice to my skills and experience to add value for my

## ADDRESS.

Kolkata, India

## EMAIL

dasswaity160@gmail.com

## CONTACT

+919845080656

**Birthday** Sept 20, 1987

**Nationality** Indian

**Gender** Female

**Marital Status** Married

**Hobby** Reading Books,  
Photography,  
Classical Dancing,  
Listening to Music.



## DOMAINS OF EXPERTISE IN TRANSLATION

- Health – Clinical trial, Medical devices, Pharmaceuticals, Awareness, Education
- Automobile – Manufacturing, Assembly, Newsletters
- Business – Agreements, Policy statements, Terms & Conditions
- Banking/Insurance - Claim forms, Policy statements, Policy scheme, Products & services
- Education – Textbooks (K-12)
- Industrial – Company communication, Logistics,
- IT – Device localization, Website/portal localization, Personnel training, Safety, Services
- Marketing – e-shopping, Product Catalogues, Advertising, Market research, Vendor instructing, Product brochures, Product Information leaflets
- Media – Articles, Cover stories, Editorial, News, Film reviews
- UI (User interface), AI (Artificial intelligence)



## STRENGTHS AND SKILLS

- Bengali translation using proper grammar, punctuation and clear sentences
- Bengali to English translation and vice versa
- Bengali trans-creation
- English & Bengali transcription
- Proofreading
- Editing
- Review
- Fact checking
- Amendment
- Customization
- Voice over and Video Quality checking
- Bengali content writing
- Review writing using impeccable vocabulary
- Column writing with high proficiency
- Analytical thinking
- Good in planning, organization, time management and task prioritization
- Commendable IT skills, Internet searching and browsing
- MS Office, Trados 2019, Wordfast Pro, Smartcat, ATMS, Avro keyboard, Google IME, Bhasha (Bengali typing software)
- Ability to narrate travel experiences in own style
- Knowledge of English, Bengali and Hindi with written and verbal communication



## LANGUAGE PROFICIENCY

Languages	Reading	Writing	Oral
➤ <b>Bengali</b>	Excellent	Excellent	Excellent
➤ <b>English</b>	Excellent	Good	Good
➤ <b>Hindi</b>	Excellent	Working	Excellent



## KEY RESPONSIBILITIES HANDLED

- Bengali translations, Back Translation and Trans-creation
- Bengali content and article writing on Lifestyle, Health, Cuisines, Culture, Entertainment, Politics and Current affairs.
- Bengali transcriptions of oral interviews.
- News writing on Entertainment, Politics, and Review.
- Field experiences covering Political and Incident news (Crime, Police beat, Education).
- Covered various genres of important news – AMRI fire incident (2011), Magrahat toxic liquor death in Kolkata (2011), several intriguing murder cases and incidents etc.
- Taking the bytes of distinguished personalities in front of camera – The then Finance Minister Pranab Mukherjee, the then Governor of West Bengal M. K. Narayanan, many other political personalities, Noble Laureate Amartya Sen, matinee idols like Juhi Chawla, Boman Irani, Shaswata Chatterjee etc.
- Presenting the original report in live telecast – Business Summit, Kolkata (2011), AMRI fire incident, Kolkata Intl. Book Fare (2012-13), political clashes, accidents etc.
- Handling the other staff for making news more informative.
- Handling all jobs related duties under time pressure.



## EXPERIENCE IN TIMELINE (5+ Years)

Lionbridge Translation & Localization for Global Enterprises (Amazon.com) Freelance, 2020-Present	Translation, Proof reading and Review
The Healthy Indian Project Freelance, 2020	Fact Checking related Content Writing

Valuepoint Knowledgeworks Private Limited Full time, 2019- 2020	Translation, Back translation, Trans-creation, Proofreading, Amendment, Translation Checking, Video QC
Businessworld Freelance, 2019- 2019	Translation, Trans-creation and Content writing
Mayflower Language Services Pvt. Ltd Freelance, 2018-2019	Translation, Trans-creation and Content writing
Ekushe pa magazine from AajIndia group Freelance, 2018-Present	Translation, Trans-creation and Article writing
Boldsky from OneIndia Freelance, 2017-2018	Translation, Trans-creation, Content writing and Article writing
<a href="https://rupaseebanglaprakas.blogspot.in/">https://rupaseebanglaprakas.blogspot.in/</a> Freelance, 2016-2017	Article writing
VOX 24X7 News Channel Full time, 2012 – 2013	Live telecast, News reporting, Copy writing and Editing
R PLUS News Channel Full time, 2011-2012	Live telecast, News reporting, Copy writing and Editing



## EDUCATION

**M.A. in Linguistics**  
**Annamalai University**

Ongoing, August, 2021

**Linguistic Course**  
**Virtual Linguistic Campus (Online)**  
**University of Marburg, Germany**

Ongoing, Jan, 2021

**Modular Courses on language, (Online)**  
**The Open University, UK**

Ongoing, August, 2020

**Mass Communication, (PG Diploma)**  
Jadavpur University, Kolkata, West Bengal  
**(In Bengali)**

Completed, Feb 2015

**News Reading and Anchoring**  
**and Television Journalism,**  
**(6 month's Certificate Program)**  
NITS Film and Fashion School, Kolkata, West Bengal

Completed, Jan 2011

**Political Science, (Bachelor of Arts)**  
University of Calcutta  
Kolkata, West Bengal  
**(In Bengali)**

Completed, July 2009

