

Name : REENA SHARMA
Contacts : +91-7982216674
E-mail : reenasharmafreelancer@gmail.com
Daily Output : 4 to 5k Words per day (depends upon domain etc)
Motto : Reliable Quality& Commitment
Services available : Translation, Proof Reading, subtitling & editing, Voice Over
Native language : **Hindi, Maithili**
Address : Sansad marg, New Delhi 110001

Experience:

I have more than 10 years of experience in translation, proofreading, and voice over. My mother tongue is **Hindi, Maithili** and my excellent language is English. I am immediate available, effective, accurate and well organized translator. I am responsible, quick learner, respect the deadline and deliver the work always on the time.

Following are customers whom I have been doing translation projects:

On panell:

- Central translation Bureau, Govt of India, HRDD, New Delhi since April, 2013.
- Central Board of Secondary Education, HRDD, Govt of India, New Delhi, since May, 2013
- Central Hindi Directorate, Govt of India, HRDD, New Delhi since April, 2013.
- Ministry of Labour, DGE&T] Govt of India, New Delhi Since April, 2014.

Translation Work:

- Book on Economics published by Summer Brother's Delhi –**translated** in Maithili.
- Micro Economics, Macro Economics & Rural Economics prepared by **Indian Institute of Banker's & Finance** for CAIB aspirants-**translated** in Hindi/ Maithili.
- **Vetting of Hindi translation** of Inspection related manual (2390 Page) prepared by PNB
- **Banc mate** (a bilingual software book prepared by PNB) - **translated** in Hindi/ Maithili.
- Handbook on RTGS prepared by PNB –**translated** in Hindi/ Maithili.
- Handbook on **Government Business** prepared by PNB – **translated** in Maithili.
- 3 Handbooks on **IT & CBS** prepared by PNB - **translated** in Hindi/ Maithili.
- **Hindi / Maithili translation** of manual on **Credit & Risk related Issues** (798 Page) prepared by PNB.
- Hindi Translation of Manual on **Industrial Sickness & Rehabilitation** prepared by PNB in 2006-07.
- **Vetting of Hindi Translation of PNB website** related 3400 pages on **CBS & IT** prepared by **Infosys**.
- **Hindi translation of Manuals for Rubber production Board, NMDFC, NTPC & CRPF.**

I have been working for below reputed companies and executed various projects for translation into **Hindi as well as Maithili** for last few years. Such as:

As: ~

- Corporate Translations, Inc.

- Teknic Consulting.
- Languages Translation Services, USA
- Rosetta translation.
- Capita Translation and Interpreting.
- UK, Language Partners, Malaysia
- All Locatrans, TheLocmasters, Colortoon
- Egypt, Emerald Advertising
- PanTransNetLtd, Republic of Korea
- Spectrum Translation

1. Medical Documents:-

- Trial Document related to Liraglutide effectiveness and safety data from routine clinical practice in India
- Subject Information Sheet-The DTPwHBVaccine ,Vero Cell Derived Rabies Vaccine of Bharat Biotech International Limited.
- Subject Diary Card of SHANTHA BIOTECHNICS LTD
- Patient Information –Epidural Analgesia for Barts and London, NHS TrustPatient Information Sheet & Informed Consent Form in Advanced Non SmallCell Lung Cancer – Cadila Pharmaceuticals Ltd and NOVA Nordisk
- An optional Sub-study to examine as to what happens to a new treatment, DEB025, inside the body, in patients with genotype 2 or 3 Hepatitis C. Pharmacokinetics (PK) / Viral Kinetics (VK) Sub-study
- Symptoms , Remedies , Treatment related documentation of Various types of Diseases like Gonorrhoea, Non Gonococcal Urethritis, AIDS, Syphilis
- Leaflet and Manual of LiraglutideFlexPen
- User’s Handbook of “OneTouch” is a trademark of LifeScan Inc. LifeScan UK/Ireland
- Leaflet of Amber Diagnostics Equipment and Service Provides Quality Pre-Owned X-Ray, & Medical Imaging Equipment
- ASTHMA-Symptom Calender, General Instruction, Episode Diary
- Pain and Nausea –Assessment tools Bharat Biotech International Limited

2. Training Material :-

- Participant Material for Supervisory Training & Personal Effectiveness Test of Regency Garments Ltd, Chittangong develop by ASSOCIATION FOR STIMULATING KNOW-HOW (ASK)

3. Press Release Documents:

- Press Conference –PR-West Bengal
- Documents for Gold Samajik SahasikataPuraskar
- Cine Mate –Kolkata
- Documents for 14th Godfrey Philips Bravery Awards

5. Book & Manuals :

- Manual for a Hope and Poor Organization , BANDHAN, NGO organisation

- Guide Book for the Early Grades, Elementary Instructional Support of Learning Leaders , New York.
- Parent Handbook of DPS (Detroit Public School)
- Safety manual for various industries, NALCO, HONO

6. Classroom Teaching Documents :

- Mathematics Glossary & Dictionary
- Science Multilingual Glossary
- Class Room Aids for class VI and IX (My Food, Our Asia, Digestive System, India and Modern World, Light etc.) for Classteacher.com

7. Project Documentation :

- Redevelopment Document of 3 Millharbour , Development Planning Partnership, London Development of Multiplex , Luton, UK
- Advertisement /Business Documents :- Dual Shield Insurance Poster, Loan Plus Card, A Five Year Group Term Policy, ION Exchange (I) India, ZERO B Product, Western Union Leaflet, Deetae Perl Ginsang Perl Cream, Quick Pay, Singtel Mobile, DIGI Mobile, Forex Document, DU mobile Documents

8. Software Localization :-

- Automated telephone exchange and System Conversion (China)
- ii) QuickPAY Banking ATM Software

9. IT &Telecommunication:

- Nokia Mobile Phone Product Quiz and Feedback From
- Nokia 1100i , 1100 User Guide ,Product Information
- User Manual of Motorola make Mobile Phone

10. Law Document:

- Affidavit Document
- Adjudication, Administrative Action Order and other associated document of Commonwealth Court of Pannsylvania,
- Case document of children and mother

I have been working as **Hindi & English VO artist** for last 10 years. Have been doing many diverse assignments. Myself is a Female artist and my hubby is also an artist in the same languages. We can share the recorded samples upon request.

Age Range (All the age group for voice recording is available and can be availed as per requirement)

- Child
- Teenage Girl
- Young Adult Female
- Middle Age Female
- Senior Female

Voice Description:

A natural conversing voice style with strong appeal. I can customize my voice according to the needs:

My Services as a voice talents:

- Commercials
- Promos
- IVR, voicemail, phone systems, and on-hold messages
- Training, business presentations, sales, and web sites
- Audio books
- Videogames
- Documentaries
- TV shows and movies
- Movie and game trailers
- Podcasts
- Spiritual content

Languages for Translation: English<>Hindi, Maithili (We are group of translators, if you need to get the work done in other languages also, it can be done upon request)

Languages for Voice recording: Neutral English, Hindi with Male & Female accent (Artist available for other languages too)

Education:

Bachelor degree in Hindi literature.

Masters degree in Hindi literature.

Computer Proficiency:

Photoshop (Advance), Basic HTML, Quark Xpress

Indic Language Computing,

MS Office (Word, Excel, Power Point, OneNote, Publisher)

Proficient in using Google Analytics, Google Adsense, Google Adwords.