

Rasleen Kaur

German Translator at Accenture



24 years old - New Delhi (110058) India

CONTACT

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ABOUT ME

I am a goal-oriented person who always looks forward to welcoming new opportunities to grab them. So far, my journey with the German language is going very well. It has given me a vast scope to enlarge my skills. Being a part of German culture and tradition was an honor, which I have experienced by living in Germany for a year-long while studying German Philology at Leipzig University.

I possess an accumulation of German knowledge due to which I can translate any German document into English and vice-versa. Apart from that, I am passionate about writing, which enables me to express myself in that to the fullest.

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EDUCATION

German Philology

Leipzig University - Germany

October 2019 to March 2020

German history and literature programme

Bachelor of Commerce

Swami Vivekanand Subharti University - Meerut

June 2017 to June 2019

Goethe Certificate C1

Goethe Institut - New Delhi

April 2017 to June 2017

Goethe Certificate C2

Goethe Institut - New Delhi

September 2017 to March 2018

Commerce

Guru Harkrishan Public School - Vasant Vihar

April 2002 to March 2014

EXPERIENCES

German Translation Specialist

Fiverr - Since November 2020

- ▶ English to German and vice versa translation services
- ▶ Proofreading

German Translator

Accenture - Since November 2020

Freelance German Translator

Upwork Inc. - Since April 2020

- ▶ Translation - Legal, general, and official documents from English to German and vice versa
- ▶ Editing and Proofreading
- ▶ Transcription
- ▶ Content localization
- ▶ Copywriting - Blogs, Webpages, Ads, Promotional Materials, etc

German Interpreter

IMAG GmbH - 2018

- ▶ Worked for IMAG GmbH, a subsidiary of Messe München GmbH, to organize its trade fairs and participation in trade fairs for public and private clients worldwide as German Translator at the information stand of the official German participation at bauma CONEXPO India 2018.
- ▶ Support to the exhibitors of the German joint stand
- ▶ Support and information for visitors to the German joint stand
- ▶ Processing of visitor requests

Intern

German Book Office - New Delhi - November 2018

As an intern at the German Book Office, I supported in the successful organization of the event "JUMPSTART 2018"



Sr. Representative, Operations, Amazon.de



Concentrix Daksh India PVT. LTD. - May 2018 to October 2018

- ▶ As a Senior Associate in Amazon.de, I was responsible for handling the communication with the German customers mainly via email
- ▶ Processing of customer inquiries, complaints, and feedback

German Translator



Xchanging - A DXC Technology Company - Gurugram - February 2017 to March 2018

- ▶ Worked in the finance department for Deutsche Bank Process
- ▶ German Language Trainer - Taught German as a foreign language to Non-German speaking colleagues

Assistant



Goethe Institut - New Delhi - March 2018

- ▶ Support for the drama "Compassion. The History of the Machine Gun" by Schaubühne Berlin at the Abhimanch Theater, National School of Drama on 13.03.2018
- ▶ Participation in the conference "Trauma & Reconciliation. To remember or to forget", which took place in the India International Centre, New Delhi from 22.03.2018 to 24.03.2018
- ▶ Compilation of information regarding accommodation, transport and program of the conference for the guests
- ▶ Coordination of all logistics regarding the invitations to the reception
- ▶ Dispatch of invitations to universities, bookstores, etc
- ▶ Captured and created biographical information of all guests
- ▶ Coordination with the National School of Drama to prepare the performance of Mili Rau, Compassion - the history of the machine gun

SKILLS

Soft Skills

- ▶ Communication ★★★★★★
- ▶ Team Work ★★★★★★
- ▶ Flexibility ★★★★★☆
- ▶ Mentoring ★★★★☆☆

IT

- ▶ Microsoft Excel ★★★★★★
- ▶ Microsoft PowerPoint ★★★★★☆
- ▶ Microsoft Word ★★★★★★

Languages

- ▶ English ★★★★★★
- ▶ German ★★★★★★
- ▶ Punjabi ★★★★★★
- ▶ Hindi ★★★★★★

INTERESTS

Teaching

German as a foreign language

Quora

- ▶ I simply love to answer the questions in German on Quora
- ▶ My Spaces: "Mit Stolz leben"

Academics

Honored with the Academic Excellence Award for obtaining a 93% score in the English subject

Translation

Participated in "Auf der anderen Seite" - Translating Stories, Building Bridges organized by the German Book Office, New Delhi from German to Hindi

Blogging

Love to pen down my thoughts and ideas

Travel

Travelled across Germany and Switzerland

Volunteering for WeiterGeben.org : Möbel-Retter in Bavaria, Germany

Worked on an informative article comparing furniture markets of different countries with Germany.

Volunteering at Indian Institute of Human Settlements (IIHS)

Urban Lens Film Festival

Volunteering at Goethe Institut

- ▶ Erfinderland Deutschland Event
- ▶ City Scripts Film Festival
- ▶ Memories-Memorials-Memorializations