

Siddharth Prabhakar

Translator

AREAS OF EXPERTISE

Translating legal documents

Proofreading

Interpreting

Terminology

Multi lingual

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Interpreting Company – ANB Consultants

Procurement Manager JAN 2015 - Present

Involved in converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from English to Hindi & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone transcription.
- Working as a translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
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PROFESSIONAL

Certificate in computing

PERSONAL SKILLS

Detail orientated

Well organized

Friendly

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, Hindi
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel.
- Willing to travel and able to work under pressure.
- Able to prioritize work.

PERSONAL DETAILS

*Siddharth Prabhakar
4/1051,
Vikas Nagar,
Lucknow -226022*

M: 09807161003

*E:
Siddharth.prabhakar@gmail.com*

DOB: 18/11/1987

Nationality: Indian

ACADEMIC QUALIFICATIONS

**BE (CIVIL)
2015**

REFERENCES – Available on request.