



MANJIT KAUR

Translator and Transcriber

Performed various translation projects from, English to Punjabi, Punjabi to English, English to Hindi, Hindi to English, Hindi to Punjabi, Punjabi to Hindi including written texts, localization and audio files.

CONTACT

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Hoshiarpur, Punjab

LANGUAGE TRANSLATOR

- English to Punjabi
- Punjabi to English
- Hindi to Punjabi
- Hindi to English
- English to Hindi
- Punjabi to Hindi

SKILLS

- Project Management
- Multitasking
- Flexibility and Adaptability
- Effective Time Management
- Computer and Internet
- Decision making
- Ability to Work Under Pressure
- Fast learner
- Good verbal and written communication

WORK EXPERIENCE

Currently working as **FREELANCE TRANSLATOR** from April 2021

The Watchtower (Regional Translation Office) as **Publication Checker, Transcriber and Translator**
Feb 19 – March 21

Watchtower (Regional Translation Office) as a **Volunteer** [Dec 13 – Dec 14]

Review and study original material and convert script into Punjabi.

- Ensuring original meaning and context is preserved.
- Translated audio, video, online material into written script.
- Frequently consulted with Language Overseer in particular subject matter to comprehend specialised concept as to translate them appropriately.

- Use online translation tools to automate, edit, proof read and draft documentation.
- Adhere to quality and standards set out by the Translation desk.
- Punjabi transcribing through recorded audio.
- Worked independently and on a team to solve translation problems.
- Utilized subject matter expertise and language skills to offer the most detailed and efficient translation possible.

Audio/Video Recorder and Editor

- Recorded and edited voice over projects.

Voice Actor

- I am working voice actor located in Punjab, but my voice has been heard in narrations and characters throughout the world

EDUCATION

- Completed BA 2008
- Nursery Teacher Training, Session 2008-09

TEACHING WORK EXPERIENCE

Govt Elementary School Language Teacher (Punjabi and Hindi) [April 2006 – April 2008]

Sarup Public School (CBSE Board) NTT Teacher [April 2008 – March 2010]

DIPS School Tanda (CBSE Board) Primary Teacher [April 2010 – Dec 2013]

Sant Pranpal Singh Convent School (CBSE Board) NTT Teacher [Jan 2015 – March 2016]

St. Soldier Divine Public School (CBSE Board) Teacher [April 2016- Jan 2017]

The Watchtower Teaching Volunteer [May 2017 – Feb 2019]

COURSES

- Computer Diploma
- SKE Training, January-March 17
- Beauty Training Course (4 months)

HOBBIES

- Gardening
- Learning new things