

Karthick Sekar

DTP, Translation/ Transcription professional

Translated, Transcribed and analyzed language materials in both graphic and voice formats with an extremely high level of accuracy.

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📍 Coimbatore, India

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WORK EXPERIENCE

System Administrator / Process Associate Emphasize Technologies

09/2009 - 09/2015

Coimbatore

Web Designing and Project Outsourcing Firm

Achievements/Tasks

- System & Office Admin to Handle All employee Queries and other inbound and outbound activities.
- Ensure System Stability & configuring Apps and software.
- Organize Daily Reports.
- Web Research, VA, Directory Listing and more..
- Content Writing & Proof Reading.

Graphic designer / DTP Forus Technologies

05/2016 - 09/2018

Coimbatore

Web Design and Graphic Designing Company

Achievements/Tasks

- Designing Page Layouts, corporate E Forms.
- Product package Designing.
- Translation English - Tamil.
- Audio Transcription.

Freelancer

Freelancing professional on multiple platforms

10/2018 - Present

Coimbatore

Freelancing Services on Tamil, English Languages, Market research and DTP

Achievements/Tasks

- Audio Transcription (Tamil, English).
- Translation (English - Tamil -English).
- DTP Services.
- Product Package & Stationary Designing.

Translator

Crescendo Transcription pvt. ltd

09/2020 - Present

Maharashtra, INDIA

Crescendo - Redefining Analysis, Transcription and Translation.

Achievements/Tasks

- English-Tamil Translation.
- Quality Analysis.
- Linguistic Operations.

SKILLS

Hardware Installation

Trouble Shooting

Networking

Coreldraw

Photoshop

Audio Editing

Transcription

Translation

Mobile Operating Systems

Android

IOS

PROJECTS

Custom ROM Tester (Android)

- Mobile OS Tester and VA for Custom ROM s on Android Platform

LOFT Transcription (02/2020 - Present)

- LOFT Tool Transcription V 1.0 & 2.0

HMSI ADVERTS (07/2016 - 03/2019)

- Product Advertising
- Content Writing, Translation
- Banners, Stationary, Template Creation

Research Analysis and Lay out creation - ITC (11/2017 - 02/2020)

- Package Designing
- Content Management
- Research Papers analysis & Transcription

EDUCATION

Diploma in Electrical & Electrical Engineering

Suguna Polytechnic

06/2002 - 05/2005

Coimbatore

Courses

- Oracle, Computer Applications, Hardware & Networking, Graphic Designing

LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Professional Working Proficiency

Telugu

Limited Working Proficiency

INTERESTS

Cricket

Football

Designing

Mobile Software