

# GAUTAM OBEROI

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## Profile Summary

Freelance translator / transcriber with more than 13 years of experience in translation & more than 5 years of experience in transcription. A multi-skilled professional with a record of accomplishment in maintaining meaning, flow & specific characteristics of original words when translating documents. Converses easily in three languages "English-Punjabi-Hindi". Strong ability to fulfill expectations and willing to take full responsibility for the delivering of project objectives in time.

- **Efficient in Translation / Transcreation in English-Hindi-Punjabi & vice versa.**
- **Efficient in Transcription in English-Hindi-Punjabi & vice versa**
- **Proficient in SDL TRADOS 2022, MemoQ 9.13, WordFast, Phrase, Mem Source (Online Platform), XTM (Online Platform), SmartCat (Online Platform), Loin-Gate etc, Express-Scribe.**
- **Domains: Legal, Banking, Medical, Mathematics, Software User Interface & User Agents, General, Website Translation, Gaming Localization, School Books, Agriculture etc.**
- **Proficient in Microsoft Office**
- Provide language/linguistic skills to convert technical product descriptions from English-Punjabi & English-Hindi & vice-versa with translations that are accurate and reflect the style manner of expression.
- I have good listening skills. I can differentiate between speakers and can understand heavy accents.
- Provide verbal summaries of documents for immediate use.
- Communicate effectively with clients to establish scope and requirements of translation, following-up after submission of work to confirm satisfaction and understanding.
- Manage to maintain the flow, style and overall meaning of original texts.
- Review final works to spot and correct punctuation, grammar, typographical error and translation.
- Maintain message content, tone and emotions as closely as possible.
- Experience in managing projects end to end & manage team.
- Detail-oriented, efficient and organized professional with experience in translation systems.
- Possess strong analytical and problem-solving skills, with ability to make well thought out decisions.
- Resourceful in completion of projects while being effective at multi-tasking.
- Excellent written and verbal communication skills.

## Experience

- Working as **Freelancer Translator since 2010**
- Working as **Freelancer Transcriber since 2017**

## Educational Qualification

- Master of Business Administration, IGNOU, 2016 (Anticipated)
- Bachelor of Computer Applications (First Division), GNDU, 2006