



# Alak Sharma

## Translation, Transcription and Data Entry Service

Male | 25th December, 1987 | Bangladesh, Sylhet

Citizenship: Bangladesh

### Contact



alaksharma1952@gmail.com



www.linkedin.com/in/alak-sharma



www.facebook.com/alak.sharma.96

### Skills

Translation  
transcription  
Data Entry  
data scraping  
Microsoft Word  
Google Sheets  
data verification  
PowerPoint

### Languages



**Bengali** ●●●●●  
Native - 05

**English** ●●●●●  
Native - 05

**Hindi** ●●●●●  
Beginner - 01

- Experienced in legal, scientific, commercial, medical & education areas.
- Trilingual in English with Bengali & Sylheti as native language.
- Huge number of translation & localization projects .
- Translated the widest possible range of documents, manuals and presentations.
- Experienced with translation software.
- Proofreading skills, allowing self-editing before submission.
- Quality assurance.
- Transcription and Data Entry Task.

### Professional Experience

- **Freelance Translator and Transcriber**  
PeoplePerHour | Remote  
Apr 2017 - Present | Voluntary  
  
Working as freelance translator & transcriber with client satisfaction. Maintaining quality and on-time delivery.
- **Freelance Translator and Transcriber**  
Upwork | Remote  
Mar 2017 - Present | Voluntary
  - Working since 2017 as freelance translator & transcribes with client satisfaction. Maintaining quality work & on-time delivery.
  - <https://www.upwork.com/workwith/alaks>

### Educational History

- **Masters of Arts in English Language & Literature**  
National University  
Jul 2007 - Jun 2012

