



**Neeraj
Pachoriya
Translator
English To
Hindi**

897-570-0087

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Pune Maharashtra ,
MH 412307

SUMMARY

Professional Interpreter with 5 years of experience helping diverse individuals. Moves easily between English and Hindi without missing details. Focused on advancing vocabulary, idiomatic and cultural understanding with up-to-date knowledge.

Hardworking employee with customer service, multitasking and time management abilities.

Devoted to giving every customer a positive and memorable experience.

SKILLS

- Accurate Translation
- Word Conflict Resolution
- Microsoft Office
- Attention to Detail
- Document creation
- Client Service
- English Fluency
- Written Communication
- Teamwork and Collaboration
- Translation Requirements Outline
- Problem-solving abilities
- Reliability
- Goal Setting
- English Fluency
- Time management abilities

EXPERIENCE

English to Hindi and Hindi to English Translator

Pune Maharashtra , MH

Translator for Human Resource Department/ Feb 2018 to Mar 2024

- Translated English documents into Hindi and vice versa with a high level of accuracy while ensuring the context of the original text was maintained.
- Proofread, edited and corrected all translations to ensure they met quality standards.
- Researched legal, technical and scientific terminology to ensure translations were accurate.

English Translator

Pune , MH

Prarup consultants / Jul 2018 to Feb 2024

- Translated written documents from English to Hindi, Hindi to English, English to Spanish, English to German and vice versa for a wide variety of topics.
- Communicated with clients to understand their needs and preferences regarding translation projects.
- Reviewed and verified translated content against original source material.
- Collaborated with other translators and language experts to ensure quality standards are met.
- Conducted quality assurance checks on all translated documents before final delivery.
- Worked closely with project managers to ensure that all customer requirements were met.
- Delivered translation services to clients.
- Proofread, edited and revised translated documents.
- Delivered real-time, accurate oral translations and interpretations for clients.

EDUCATION AND TRAINING

Bachelor of Arts: Accounting
Kanpur University Jun 2010
Kanpur