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Farheen Khan

CONTERNT WRITER,
TRANSLATOR, PROOFREADER,
TRANSCRIBER, QUALITY
ANALYST

EDUCATION

UGC-NET Hindi

University Grants Commission : 2019

Bachelor's in Library and Information Science

Indira Gandhi National Open University : 2019

Post Graduation Diploma in Translation

Indira Gandhi National Open University : 2018

Master of Arts in Hindi

Delhi University : 2016

Bachelor of Arts in Hindi

Delhi University : 2014

Senior High School - 12th

CBSE Board : 2011

Matriculation - 10th

CBSE Board : 2009

EXPERTISE

Translation



Transcription



Proofreading



Subtitling



Quality Assurance

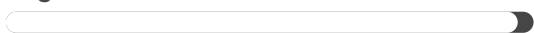


Content Writing



LANGUAGES

English



Hindi



Urdu



PROFILE

Dedicated and passionate Content Writer, Translator, Transcriber, Proofreader, and Quality Analyst with 7 years of hands-on experience. Specialized in diverse projects, including Legal, Educational, General, Medical, Commercial, Financial Documents, and Localization in English and Hindi. Proficient in ensuring linguistic accuracy and cultural contextualization, I have a proven track record in flawless translations, transcriptions, proofreading, editing, and subtitling. Skilled in collaborating with cross-functional teams and utilizing advanced CAT tools and software for enhanced project efficiency.

EXPERIENCE

JustAct Operations

2022-2023

Legal Transcriber

- Transcribed Legal Conferences for IAW Clifford Chance, Masin, Trilegal, Konverj, 5Paisa Capital Limited Q2FY23 Earnings Conference, TIAC, Q1FY23 EIL Earnings Conference, Vardhman Special Steels Ltd Q2FY23 Results, Nucleus Software, Ramco Systems Q2FY23 Earnings Conference, Cholamandalam Financial Holdings Ltd, Subex, Avanti Feeds Ltd.

FingerLINKS Infotech

2022-2023

IT and GT Transcriber

- Transcribed and edited IT files for grammar, style, and content accuracy.
- Collaborated with teams to transcribe work from audio to script.
- Netscribe.

Data Gain Services

2022

Legal Transcriber cum

Proofreader

- Legal Transcription cum proofreading for various projects.
- Collaborated with teams to transcribe work from audio to script.

Interact Beyond

2022

Translator and Subtitler

- Translation and subtitling jobs for YouTube videos, 5-Minute Crafts videos and International Web series and movies.
- Collaborated with teams to ensured quality and accuracy of work.

SCHOLARSHIP

- SH. BANARASIDAS CHANDIWALA for Proficiency in Hindi from Delhi University : 2014

WORK PUBLISHED

- Poetry published in "Suno Samay Jo Kehta Hai" : 2013

TERMINOLOGY

General Translation & Transcription



Legal Translation & Transcription



Medical Translation & Transcription



Multimedia Translation & Transcription



Commercial Translation & Transcription



Business Translation & Transcription



Scientific Translation & Transcription



Document Translation & Transcription



Financial Translation & Transcription



Technical Translation & Transcription



SKILLS

- Analysis and Research.
- Communication skills.
- Client confidentiality.
- Creative Writing and Copyediting.
- Collaborate with the teams.
- Detail Oriented.
- Cultural expertise and sensitivity.
- Grammar, style and content accuracy.
- Up-to-date with the latest editorial, cultural and design trends.
- Ensure quality and accuracy.
- Able to adapt appropriately to competing demands and shifting priorities.
- Seek creative solutions to overcome obstacles.

EXPERIENCE

- E24 Technologies Pvt Ltd** 2021
Transcription Quality Analyst
- Conducted quality assessments to ensure accurate transcriptions.
 - Collaborated with teams to improve transcription processes.
 - Trained Transcribers to achieve better quality by offering insights into linguistic nuances leading to higher accuracy, consistency, and precision in the transcribed content.

- Dhavan LangSoft Pvt Ltd** 2021
Translator and Localization Quality Assurance
- Translation and LQA Content for Twitter Strings.
 - Conducted research to stay updated on language trends and cultural nuances.

- Crescendo Transcription Pvt Ltd** 2020-2022
Translator and Proofreader
- Translation and LQA Content for Twitter Strings.
 - Conducted research to stay updated on language trends and cultural nuances.

- MHRD "SWAYAM"** 2020-2022
Translator and proofreader
- Translation and Proofreading for educational course works from English lectures to Hindi and vice versa from video to script.
 - Collaborated with cross-functional teams to ensure accurate communication in multicultural environments.

- Words Lead Pvt Ltd.** 2017-2018 and 2020
Translator, Proofreader and Subtitler
- Translated school books of standard 4th to 12th from English to Hindi and vice versa.
 - Subtitler for Web series and Hindi Sentence creator. Used various CAT tools and software for proofreading.

- Appen** 2015-Present
Translator and Transcriber
- Translated a variety of documents, including legal, medical, and technical materials.
 - Collaborated with the team to transcribe work from existing videos, making it accessible to the visually-challenged.

- OneForma** 2015-Present
Translator and Transcriber
- Assisted in the translation and proofreading of various documents.
 - Subtitling various data.