

DHIRAJ KHARE

MP-13, Dabouli, Kanpur (U.P.)-208022; **Contact:** +91 7080999559, +91 8765304468; **Email:** kdhiraj@hotmail.com

TRANSLATOR, EDITOR, PROOFREADER, LINGUIST

Seeking suitable work to utilize my skills and abilities for Professional growth while being resourceful, innovative and flexible

Professional Summary

Dedicated English-Hindi translator with years of experience working in professional and scientific communities. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials.

Skills

Fluent in Hindi, including colloquialisms, business vocabulary, and scientific terminology. Experienced with several computer programs, including Microsoft Office, SDL Trados, XTM etc. Extremely precise and dedicated. Comfortable with both verbal and written communication.

Work Experience (More than 18 years)

- Translated communications between Hindi-speaking and English-speaking parties as required.
- Translated various books including mythological books.
- Translated number of novels.
- Done Subtitle translation for various TV-Series and other educational video contents.
- Translated question papers of various examining bodies.
- Translated a lot of marketing contents for various organisations.
- Worked on localization projects for a number of organisations,

CAREER GLIMPSE & ACCOMPLISHMENTS

Translation of Marketing Materials, Airline related contents, Poster & Leaflet of Insurance Company, Terms & Conditions of various organizations including Website, Insurance Training Material, User Manual, Product Manual, Research Questionnaire, Website localization, Translation of various novels and Books, Transcription, Subtitle creation of various serials and movies (English to Hindi) • **Lingual Consultancy Pvt. Ltd**

Transcription, Localization of Informational Website, Game Applications (English to Hindi) • **Eccelente**

Translation of Question Papers of various subjects, Website Localization, Marketing contents (English to Hindi) • **Map Technologies**

Translation of Marketing contents, Books, Annual Reports of Government, IT Product Training Manual, Website Localization, Research Questionnaire, Leaflet etc. (English to Hindi) • **Glogabl Language Solution**

Translation of Question Papers of various subjects (English to Hindi) • **Ultimate CRM**

Translation of User Manual, Training Manual (English to Hindi) • **Translang Ways**

Subtitle Creation of Movies & Serials (English to Hindi) • **Prime Focus Technologies**

Subtitle Creation of Movies & Serials (English to Hindi) • **iYumo**

Translation of Bible based Books (English to Hindi) & Composer • **FBC, Winchester (VA), USA**

Senior Manager (Automation) • **RKBK Ltd.** • Mar-2015 to Oct-2016

Distributor • **Idea Cellular** • Feb-2013 to Feb-2014

Installation Service Provider • **Reliance DTH** • Oct-2009 to Feb-2015

Distributor • **Tata PCO** • 2007 - 2009

Distributor • **Water Purifiers, Kanpur** • 2005 - 2007

Web World Express • **Reliance** • 2003 - 2005

Channel Partner • **Reliance Mobile** • Oct 2002 - 2003

Mobile Business, Samsung, Nokia, Ericsson • 2002

Dealer, Exide, Volta Battery • 2001 - 2002
Dealer, Su-KAM, Luminous and Microtek Inverters • 2001
Computer Hardware Business, Gorakhpur • 2000 - 2001
Resident Service Engineer, Gorakhpur • Mastech Computers, Mumbai • July 1997 – Mar 2000
Assistant Centre Manager • Uptron ACL • June 1996 – June 1997

EDUCATIONAL CREDENTIALS

PG Diploma in Computer Applications 1996 • Board of Technical Education, U.P.; 1st Division

Diploma in Civil Engineering 1992 • Board of Technical Education, U.P.; 1st Division

Intermediate 1988 • UP Board; 2nd Division

High School 1986 • UP Board; 2nd Division

Date of Birth: 1st February 1972

Permanent Address: 63-P, Kusum Sadan, Shankarpuri (Sector-3), Post – Salikram, Gorakhpur – 273014

I hereby declare that the above written particulars are true to the best of my knowledge and belief

(DHIRAJ KHARE)