

RESUME –ENGLISH<>HINDI TRANSLATOR

Personal

Name: Dinesh C. Upadhyaya

Age: 67 years

Email: osho_dcu@rediffmail.com, osho_dcu29@yahoo.co.in, osho.dcu29@gmail.com
(Gmail chat: osho.dcu29@gmail.com)

Mailing Address: 46, Adarsh Nagar, Railway Road, Near Saraswati Shishu Mandir, Rishikesh-249201, District Dehra Dun, (Uttarakhand), India,

Country: India

Phone: +91-9410578075, +91-7456919167

WhatsApp: +91-9410578075

Education Details:

- University Graduation degree in English Literature, Economics and Political Science.
- University Graduation degree in Law
- PG Diploma in Personnel Mgt – Recipient of EFI Golden Jubilee Medal.
- Intermediate with Hindi, English, Physics, Chemistry & Mathematics
- High-school with Hindi, English, Science, Mathematics, Sanskrit
- Certificate Administrative Vigilance from ISTM, Govt. of India, New Delhi.

Details of Work Experience:

More than 34 years in Administration, HR & Personnel in different professionally managed Companies. For about 10 years I have been actively involved in English to Hindi & vice versa translations of various documents, literature, speeches, and letters/correspondences on various subject matters.

(1) Shri Digamber Institute of Technology, Dausa, Rajasthan, as Dy. Registrar, in 2010.

(2) M/s Divine Sales Incorporated, Rishikesh, Distt. Dehra Dun (UK), India: As Managing Partner for about two years.

(3) M/s SHRING Construction Co. Pvt. Ltd., Dehra Dun (UK), India: 2007 to 2008 – as Senior Manager (Personnel & Administration) at its Head Office in Dehra Dun, India.

(4) M/s Banasthali Vidyapith (Rajasthan), India – A Deemed University – (General Administration Department) from 2006 to 2007.

(5) M/s Indovax Private Limited, Hisar (Haryana), India, as Personnel Officer in Area Manager Cadre in-charge of Personnel & Administration Department from 2005 to March 2006.

(6) M/s Indian Drugs & Pharmaceuticals Limited (A Government of India Undertaking), India, from 1974 to 2005 (About 31 years) – A large size drug and pharmaceuticals manufacturing company on various responsible positions.

Relevant Details Regarding English<>Hindi Translation:

- 1) For translation, editing and proof reading, my language pair is English into Hindi or Hindi into English.
- 2) I can provide translation of around 2000 source words in a day.
- 3) I have fast 24/7 fast internet (broadband) connection. I work on Window XP Professional and fast internet connection. For translation I use MS Word, Excel and Power Point. For Hindi translation I use “Arial Unicode MS/Mangal”, and “Non-Unicode/KrutiDev 010” Hindi Fonts.
- 4) I am in the active panel of various translation agencies for English<>Hindi Translation as Freelance Translator.
- 5) I have more than 10 years of experience in English<>Hindi translation of wide spectrum of subjects like **Medical/Pharmaceutical** (Informed Consent Form, Patient Diary, Clinical Trial Report, Survey Forms, Investigation Reports, Drug testing and investigation reports etc. translation/review/updating and back translation, medical equipment, stents etc.etc.), **Legal** (Agreements, Manuals, Employees Code of conduct, Business Code of Conduct, Training Guides, Disciplinary proceedings, Minutes of Meeting, Statutes/Acts, academic certificates, marriage certificate, character certificate, birth and death certificate, court orders/decrees etc.), **Technical** (Manuals, machines, automotive, air conditioners, lubricants for vehicle etc.) texts. In addition I cover **wide range of subjects** like General, Banking, Press Release, Commercial/General Correspondence, Certificates, Survey Reports/Forms/Texts, **Computer, Computer games**, and non-technical, **Engineering Manuals** (Civil, Electrical, Mechanical, automobile, agricultural appliances etc.), Oil & Gas, Environment, Real Estate, Water, **Account and Finance**, audit reports, annual reports, balance sheets etc., Foreign Exchange, **IT**, Annual reports, **Marketing material**, Product Description/Packaging, **Marketing Surveys**, Tender Document, Corporate Document, Insurance, Electronics, Government institutions, Employees Handbook, Code of Conduct, Education, **e-Learning, Website contents**, Political, **Text Books (Academic, Physics, Chemistry, Math, Statistics, Biology, Zoology, Botany, multiple choice question papers etc.)**, Press Release, **Training material**, literature, Science, Social Science, Sociology, Sports, Movie sub-titles (in word file format), Video Games, Telecommunication, Agriculture, Agricultural tools/appliances/ equipment, Tour and Travel, Tourism translation, Engineering, Energy and Power, Comics, Theology and Philosophy, News Articles, Cooking and Recipes, Religion, Christian material/biblical etc.
- 6) Payment through PayPal / Wire Transfer within a month.
- 7) My Proz.com profile is <http://www.proz.com/profile/776854>

Achievements:

- Recipient of first prize in the English/Hindi translation competition organized by the ex-employer.
- I have been a member of translation committees constituted by the ex-employer for assessment of the translation works done by others.
- I have helped in writing and editing 3 Doctoral Thesis for my colleagues during my previous employments.
- Recipient of Gold Medal from Employers' Federation of India in the Research Paper submitted by me in connection with the PG Diploma in Personnel Management.
- Recipient of Cash Prize and commendation from the Chairman of Indian Drugs & Pharmaceuticals Limited (my earlier employer) on finalization of a land deed with HUDA, during my posting at Corporate Office, Gurgaon.
- I have been one of the faculties in HRD Department of my earlier employer for training to employees and secretarial staff in the area of Labor Laws and secretarial practices.
- Attended three days' Conference on "Managing Human Resources – a Wind of Turbulence" held at Hotel Taj, Mumbai, India as student member during my PG Diploma in Personnel Management.
- Organized Workshop-cum-Seminars, on measures of clean & corruption free administration, as an anti-corruption drive, in the years 2002 to 2005.

I have taken up various jobs of more than 6,000,000 words which includes some single jobs of more than 100,000 words. Some of the Important types of translations, proofreading/editing/reviewing and final checking jobs done by me include:

- i) Specialization in Medical/Pharmaceutical, Legal and Technical and broad range of subjects.
- ii) Translation (English to Hindi) and back translation (Hindi to English)
- iii) Forward and Back translation, proofreading, quality assurance, reviews, debriefing and final checking/validation of Medical/Pharmaceuticals, Informed Consent Form, Patients Diary, Clinical Trial Report, Medical/Drug Surveys, Medical Reports, Drug testing reports etc.
- iv) Documents relating to diagnostic reagents and medical equipments & stents.
- v) Questionnaires and surveys on psychological assessment, Patient Reported Outcomes (PRO) and Quality of Life (QoL) questionnaires, e.g., economic effects of multiple myeloma, neuropathic/nerve pains, diabetes utility index, effects of various other drugs/medicines, training of ePRO-LOG, behavior of child suffering from epilepsy, Survey Questionnaires regarding Housing preference after discharge from hospital, laboratory protocol for manual purification of DNA from whole sample, clinical research of drug on patients having Schizophrenia.
- vi) I have been actively associated with various companies/translation validation agencies regarding translation/ back translation, proofreading, review, final checking/validation, of medical/clinical related matters, as freelance translator.
- vii) I have a rich experience of about 31 years of working in a large size Drug & Pharmaceutical manufacturing industry of Government of India (i.e. from April 1974 till July 2005).

- viii) WFP survey questionnaire of about 50,000 words (about 105 pages), Survey forms of NGO (ASHA), Questionnaire of Global Forest & Trade Network India, and product surveys etc.
- ix) Legal Certificate, Court Orders, Court Judgment, Law Course contents for Master in Law students, Court Judgment, Proofreading and editing of matters related to disciplinary/ Departmental enquiry etc.(forward and back translation), Birth/Death Certificates, School/College Mark sheets, Certificates/Degrees, Divorce decree, Marriage Certificate etc
- x) Translation of Marine Act from English to Hindi.
- xi) Environment and Water
- xii) Training contents regarding Marine Insurance, Legal and miscellaneous others, safety security etc.
- xiii) Translation and proofreading multiple choice response question answers related to working in a Shipyard and insurance, Transcription – legal court proceedings.
- xiv) Marketing and Launching of Cricket Team, Company Prospectus, Marketing brochure and script, and miscellaneous other texts.
- xv) NGO projects, Students' course matters of 10th and 12th standard for Biology, Physics, Chemistry, Economics, History etc. books, Technical Manual, Marketing contents, etc.
- xvi) E-Learning
- xvii) Text related to History and Archeology, Website contents, Company Prospectus, General texts etc.
- xviii) Administrative Correspondence, employees workbook/working guidelines, Office Order, Circular, Website content, Matters related to Ecology in Himalayan region etc. – Forward as well as back translation.
- xix) Code of conduct, Employees Handbook
- xx) Proofreading of English Grammar
- xxi) Website contents, IT and Religious, & surveys, Phrases, Computer games, Wedding Games, SAS & String – Forward as well as back translation.
- xxii) Vehicle Repair Workshop modules, Power Point Presentations etc.
- xxiii) Contents related to rural employment schemes, Economic Development, Economic Thinkers, Indian Economy and Privatization etc.
- xxiv) Tour and travel
- xxv) Company's Annual Report, Auditors Report, Chairman's Note
- xxvi) Comics, tattoos
- xxvii) General Matter, Training Manual. Marketing Training/Workshop Manual, Technical manual etc.
- xxviii) Transcription of legal proceedings and general marketing audios. Currently I am not doing transcription job and fully involved only in translation jobs.
- xxix) AND VARIOUS OTHERS