DILRAJ SINGH SURI

Professional Translator * Editor * Proof-Reader * Reviewer * Copy Writer

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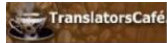
PROFILE PAGES

dilrajsuri.TranslatorsCafe.com

http://www.proz.com/profile/962929

EDUCATION

- B.A. (Hindi, English)   Punjabi University

- M.A. (English)   Punjabi University

- Diploma in Computer Apps.   RITC Chandigarh

- Technical Writing Certification   K9 Technologies Chennai

WORK EXPERIENCE AND PERSONAL ATTRIBUTES

Language Proficiency

- Punjabi (Native) (Indian/Gurmukhi)   Read/write/speak with full proficiency

- Hindi (Native)   Read/write/speak with full proficiency

- English   Read/write/speak with full proficiency

Domains

- Medical and Healthcare (Clinical Outcome Assessments - COAs), Patient Information, Clinical Research and Trials)

- Information Technology (Hardware/Software/Networking)

- Business and Marketing

- Travel/Tourism/Hospitality

- Academic (School/College course curriculums, Special Education Programs)

- Gaming/Casinos

- Subtitle translation and editing

Copy Writing / Copy Editing

- Skilled in creating/editing crisp, creative, and engaging customer-focused content

- Developing marketing-oriented information on a product, person, or company

CAT Tools

- XTM
- Memsource Editor
- MemoQ
- Crowdin
- ATMS
- GTT (Google Translator Toolkit)
- Idiom WorldServer Desktop Workbench
- MateCat

Special Skills

- Authoring: Adobe FrameMaker, MadCap Flare, HTML, Adobe Acrobat, SnagIt
- Graphics: Corel Draw, Adobe Photoshop, Visio
- MS-Office: Word, Power Point, Excel, Outlook
- Forward translation, reconciliation, back translation, comparison of back translations

STRENGTHS

- Capacity to face challenges of new / varied assignments
- Excellent communication, presentation, and organizational skills
- Ability to work under pressure and effectively meet project deadlines
- Keen to grasp new technological advancements
- Well-versed with Internet applications, Smart devices (Android, iOS platforms)

PROJECTS HANDLED

- Translation of academic / technical publications
- Translation of IT Publications, Magazines, Books, Journals and Résumés
- Translation of ISO / CMM Documents
- Translation / Review / Quality Analysis of Video Subtitles for prestigious clients worldwide
- Translation of code-based content for Smartphone (Android / iOS) applications.
- Translation of Gaming modules (Casinos/Gambling)
- Editing documents for spelling, grammar, consistency, readability, and style.
- Proofreading and editing completed pages, graphics, and other elements of print and online copy

PAYMENT MODES

PayPal
Skrill