

Freelance Translator CV (Resume)

General

I am a scientific and technical freelance translator looking for work with translation agencies and direct clients. I am always available to work with long time and urgent projects.

Name: Ashveen Kaur Aneja

Place of birth: Ferozepur City, Punjab, (INDIA)

Date of birth: Dec.30th, 1986

Contacts

Address: House no 39,Ekta Colony, Near Ichche wala Road, Ferozepur city,152002,Punjab INDIA

Mobile: (91) 9041489728, 9501647673

E-mail: *ashveen.ashu@yahoo.com, ashveen_ashu@yahoo.co.in*

Skype: Ashveen.aneja

Languages

My native languages are Punjabi and Hindi. I translate from English. The language pairs are English to Punjabi, English to Hindi, Punjabi to Hindi, and Hindi to Punjabi.

Services

Translation, Voice-Over, Interpreting, Proofreading, and editing.

Expertise

Human Resource, Marketing, Education, Arts, Medicine and biology, physics, chemistry, mathematics, time series analysis, engineering, technology, machine tools, certificates, electronics, automotive, nutrition, computer hardware and software, Internet, web, telecommunications, etc.

Translation Experience

I began as a freelance translator in 2006. Now I work with many translation agencies and companies in India, the USA, the UK, Canada, Germany, as a translator from English to Punjabi and from English to Hindi.

Rates

Translation rate per source word (basic): 0.03 Euro.

Hourly rate (proofreading): 10 Euro

The rates are negotiable. I offer discounts for repetitions, fuzzy matches and volume.

Availability

I am a full time translator. Usually I work from Monday to Friday, from 9am to 6pm, but I can work in evenings and weekends if necessary. My daily output is about 3000 to 4000 words.

Payment Options

I accept payments in Euro or US dollars through Bank Transfer. Please note that I also use cheques or PayPal. My paypal Account ID is ashveen.ashu@yahoo.com.

References

Ankit Kapoor, Gwalior, INDIA (ankit.kapoor777@yahoo.com)

Jaineet Kaur, Jalandhar, INDIA (webalsa@gmail.com)

Kamia Chawla, Chennai, INDIA (kamia2008@yahoo.com)

Academic Credentials

- Management Business Administration (**MBA**) with **Major** Specialization in **Human Resource Management** and **Minor** Specialization in **Marketing Management** from **Punjab Technical University**- Jalandhar, Punjab, INDIA (2012) with (80% Marks).
- **B.Ed** from **Punjab University**- Chandigarh (P.U) (2009) with (68% Marks).
- **Bachelor of Art (B.A)** from **Punjab University**- Chandigarh (P.U) (2008) with (60% Marks).
- **10+2** from **Punjab School Education Board (PSEB)** in 2005 with 62% Marks.
- **Art & Craft Diploma** from **Punjab State Board Of Technical Education And Industrial Training**- Jalandhar (2002-04) with (60% Marks).
- **Matriculation** from **Punjab School Education Board (PSEB)** in 2002 with 76% Marks.

Work Experience

India Infoline Limited

Oct. 2007 – Oct. 2008

Designation: (Back Office Co-ordinator)

Computer Skills

I work with MS Office (Word, Excel, Power Point, etc.), Adobe PhotoShop, WinZip, WinRar, etc. Well versed with Internet Terminology, having knowledge of Searching various topics on internet using various search engines, downloading and uploading data, sending and receiving E-mails. Good typing skills. At present working as a freelancer Punjabi, Hindi Translator with WEBALSA and Cosmic Global companies. I have a fast Internet connection, E-mail, and FTP. I have a modern PC, laser printer and scanner.

Declaration

I here by declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Ferozepur

Date: 28-09-2011

Ashveen Kaur