# Munendra pal singh

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| **WORKING LANGUAGES** | **English to Hindi (IN)**<br>**Hindi to English(IN)** |
| **SKILLS PROFILE** | • Experienced Transcriber, Translator/ interpreter/proofreader.<br>• Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy.<br>• Excellent working knowledge using Microsoft Excel, WordPerfect, Microsoft Word.<br>• Good filing and organizational skills<br>• Experience in handling confidential paperwork<br>• Ability to take accurate phone messages and deliver messages promptly<br>• Good customer-relations background |
| **EXPERIENCE** | **Freelance Translator & transcription, Hindi transcription project**<br>Worked with lionbridge, mihup, fideltech, Appen on different projects like transcription , interpretation etc.,<br>Oil and Gas, Construction,Legal, Financial, Accountant,Technical, IT, Business areas, Medical Translation and proofreading:<br>• Contracts<br>• Data validation<br>• AI,ML localisation training project in (Hi-En) languges. |

**Nov2021 – 30-08-2022**

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| Translaton work of welding technology book of ITI from EN-HI. |
| 20 Interview transcription plus translation (Hi-En) of government initiatives. |
| Audio recorded 5000 hindi sentences |
| 20000 hindi sentences composition on different topics. |
| 13 Hrs of translation from en-hi (audio to text) |
| 49.33 minutes of transcription work on subtitle edit software |
| 511 minutes of reviewing work of srt files |
| 85 minutes transcription of Hindi audio |
| 83 minutes of subtitle transcription |
| 113 hrs proofreading work of subtitled files (subtitle edit software) |
| 67.41hrs of Segmentation + transcription (online on their site) |
| 775 hrs of audio Segmentation & review work of segments (online on their site) |
| 10,000 Word Categorization and transliteration - Hind |
| 11,2283 jobs submitted for Jobs Categorization project online on SRT tool. |
| 61,000 images submitted for Jobs Categorization project online on SRT tool. |
| 257 minutes of transcription (audio to word ) English to English transcription (interview) |
| Currently working on SRT tool on health integrity topic categorization project. |

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| Legal document translation (EN-HI)  & certificate translation |
| Translation (EN-HI) of educational material |

| January 2020- nov 2020 | Translation (EN-HI) of 55 pages of business document. |
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| | Translation(Hi-En) of 10 pages of question papers. |
| | English Transcription & translation of vimeo videos 167 minutes of work done |
| | Transcription HI(IN) in AEGISUB software 20hrs |
| | Proofreading & translation of audio to text file (medical interview) |
| | Transcription project Hindi(IN) in online tool 27 hrs of work done |

| January2018—2019 | Project name | language |
| --- | --- | --- |
| | Voice recording on mihup app | Hindi & english |
| | Transcription validation | Hindi |
| | Transcription project | Hindi |
| | Call recording transcription | Hindi |
| | News show transcription project (done on tool called "*Transcriber*) | Hindi & english |
| | Audio Validation Project For indian languages | Hinglish |
| | Marketplace annotation project (**Product Similarity**) | 120000 images done till now |
| | Translation/proofreading/transcription **(English to hindi)** **(Hindi to english)** | Done 417 minutes |
| | Transcription work | 12hours of work |
| | Transcription project(Hindi(IN)) | Done 600minutes of work |

**June 2012 – Dec 2017**

## Interpreter, transliteration , Proofreading

| Project name | language |
| --- | --- |
| Voice recording on Appen app | Hindi & english |
| Pronunciation Validation | English |
| Voice Data Collection | Hindi |
| SME rating | Hindi |
| Transcription project | Hindi & english |
| Keyboard Transliteration Task | Nimadi - Devanagari |
| Call Center Transcription project | Hindi |

## EDUCATION

➢ B-tech in mechanical engineering in 2008-12

## AREAS OF EXPERTISE

- ML/AI training data
- ML/AI data validation
- Hindi transcription

- English transcription
- HI-EN translation
- Document conversion (pdf to word)
- Technical/Industry
- Logistic
- Construction
- Oil and Gas
- Legal
- Accountance
- IT: hardware & software
- Pharmacy
- Business, Financial texts
- Questionnaires
- General texts

**SOFTWARE & HARDWARE**

- Subtitle edit
- trados
- Aegisub
- Mircosoft office

*Hardware*: Windows 10, 8GB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Internet