

# KASTURI SARKAR

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## SKILLS

### Project Management, Copywriting, Translation, SEO Content writing, Copyediting

#### PROFESSIONAL SKILLS

- Project Management/Vendor Management
- Writing/Reporting/Editing
- SEO content writing/ Blog writing/Keyword Research
- Translation/ Social Media Management

#### PERSONALITY

- Self-motivated & highly reliable
- Sound Communicator
- Quick learner, curious
- Innovative

#### FUNCTIONAL&TECHNICAL SKILLS

- Content Management system
- DTP Quark/Indesign
- Sound Forge 9/Audacity
- Pro tools/Practicount/ Wordfast/ SDL Trados/ Hindi Typing

## PROFESSIONAL EXPERIENCE

2012 – Pres.

### FREELANCE COPYWRITER/TRANSLATOR/TRANSCRIBER FREELANCER (NEW DELHI, INDIA)

Full time

- English-Hindi-English Freelance translations for many translation agencies like Lionbridge, Transpoplanet, Somya Translations, Creative translations, Pangea, Pebbles, Interpreter Inc., Argos multilingual, EBS India.
- Expertise in life sciences, medicine, finance, Technical, and general translation.
- Worked for clients like Astra Zeneca, Novovax, Amazon, Google, Indeed, Bayer, Dettol, Diabetes, etc. Native proficiency in Hindi and Professional in English.
- **Copy Writing** 30 articles (Per month) including Medical/Health/Tech/Beauty and Financial for many private clients in Hindi and English
- **Transcription** of interviews and other audio pieces in English and Hindi

2021 – Jan  
2022

### PROJECT MANAGER GLOBIBO PTE. LTD (NEW DELHI, INDIA)

- Managing localization projects worldwide
- Managing freelance linguist and resourcing new
- International project delivery
- Hindi Project Reviewer/ English articles reviewer

2016 – 2020

### SENIOR SUB-EDITOR HINDUSTAN TIMES DIGITAL STREAMS (NEW DELHI, INDIA)

4 years

- Copywriting and copy editing for newspaper and website (daily operations)
- Translations from English to Hindi and vice versa. Managing a team of 5 Translators everyday
- DTP/ Designing Newspaper/ Magazines
- Possess copywriting expertise in Health, Education, Technical, Business, Career, Women-Centric, Marketing, Medical

2010 – 2015

### SUB-EDITOR HINDUSTAN MEDIA VENTURES LIMITED (NEW DELHI, INDIA)

5 Years

- Copywriting and copy editing for newspaper and Magazines (daily operations)
- Translations from English to Hindi and vice versa.
- Possess copywriting expertise in Health, Education, Technical, Business, Career, Medical

## EDUCATION

**MASTER DEGREE IN JOURNALISM AND MASS COMMUNICATION – BANARAS HINDU UNIVERSITY (VARANASI, INDIA) 2008 - 2010**

**BACHELOR IN ENGLISH LITERATURE – PATNA UNIVERSITY (BIHAR, INDIA ) 2005 – 2008**

### ONLINE COURSES

*Social Media Management- UDEMY*

*Beginning Project Management- UDEMY*

*Microsoft Excel for Project Management- UDEMY*

*Write Better Email- Smarter Team Communication- UDEMY*

*Mastering Effective Communication- UDEMY*

*How to Work as a Translation Project Manager- UDEMY*

**Junior Diploma in Indian Classical vocal music from Prayag samiti.**

## PERSONAL INTERESTS

Music, Learning new languages, singing, reading novels, Cooking, blog writing