

SUPRIYA DIXIT

TRANSCRIPTIONIST

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SUMMARY

Focused transcriptionist with 6+ years of extensive track record in Hindi and English transcription, translation, and subtitling. Native Hindi speaker and a postgraduate in English literature, having around 99.5% accuracy in easy and 98% on difficult audios. Attentive listener, able to differentiate between multiple speakers, and understand heavy accents. Equipped with exposure to multiple types of content as well as domains like banking, education, healthcare, technology, media & entertainment, online education videos, and government projects. Proficient in grammar, aware of the correct punctuation and parts of speech in transcription. Quality Assurance to maintain the accuracy and adherence to guidelines.

KEY SKILLS

Fluency in Hindi & English

Indian, US & British Accents

Active listening

Attention to detail

Audio & Video Transcription

Hindi & English Transcription

Subtitling

Hindi <=> English Translation

Multitasking

Accuracy

Editing & Proofreading

Transcription tools

Research

LANGUAGES KNOWN

Hindi (Native), English (Proficient)

PROFESSIONAL EXPERIENCE

TRANSCRIPTIONIST (Freelance)

Jan '16 - Present

Transcription

- Deciphering, writing out, and editing **Hindi** and **English** audios and videos of duration between **10 - 60 minutes**
- Evaluating** the transcripts done by other transcribers and maintaining **100% accuracy** and standard of the same
- Drafting Hindi** transcripts directly by listening to **English** audio and video files
- Translating** Hindi audio and video files **directly** to English transcripts
- Handling content like **conversations, lectures, sermons, interviews**, YouTube videos, entertainment videos, and educational videos
- Composing **subtitles** of the videos by **direct transcription** or editing and time coding existing transcripts
- Created subtitles by transcribing **documentaries, feature films**, YouTube online courses, episodic series, and other media content

Quality Assurance/Transcription Proofreading

- Interacting** with the Project Managers to understand the **quality** requirements and the **parameters**
- Reviewing** the provided audio and video transcripts for **accuracy** and completeness
- Resolving the issues** using the standard procedure or returning the incomplete documents to the Project Manager for further action
- Appraising** and providing **insights** about the overall quality of the transcripts

Key Achievements

- Performed for **more than 10 well-known clients**, platforms, production houses, content creators, and influencers
- Extended my services to both **Indian** as well as **international** customers
- Sustaining the early bird status by beating the deadlines and delivering **12 hours before** the target time
- Received appreciation of the client for the **100% quality** and high **accuracy**
- Contacted directly by the client** to collaborate on his transcription project due to the constant accuracy level of 98-99%
- Gained exposure to various domains like **education, banking, healthcare, technology, entertainment, and media**
- Attaining **99.5%** accuracy on **easy** audios and **98%** on **difficult** audios and videos
- Upgraded my **Hindi** proficiency (**Native**), familiar with **2 dialects**: Bundelkhandi and Malvi

EDUCATION

M.A - English Literature

Mar '13 - Mar '16

Devi Ahilya Viswavidyalaya, Indore, IN

Bachelors of Education

Mar '17 - Mar '19

TECHNICAL SKILLS

- Otranscribe** • **Express Scribe** • **Wavepad** • **Happy Scribe** • **Otter** • **Descript**
• **MS Word** • **Aegisub Subtitle Editor** • **Subtitle Edit**