**SHIKHA GUPTA** *Contact info:*

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Joy homes creation,

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Mumbai-400078. E-Mail:

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**Career Objective**

To utilize my skills and knowledge in an organization that offers opportunities for my advancement and development while being resourceful, innovative and flexible.

**Academic Qualifications**

**Degree:** Bachelor of Arts in English Literature

**Computer Skills**

* Unix B
* FoxPro
* Visual Basic
* Oracle

**Key Skills:**

* Goal-driven and passionate about work
* Knowledgeable and experience translator able to work in multiple environments.
* **Subtitle translator for Iyuno, Zoodigital**.
* Build long lasting relationships with clients by providing excellent customer service.
* Respect deadlines as set by the client and the requirements for each task.
* Provide translation services (English to Hindi) on a regular basis.
* Proficiency in Microsoft Word, Excel, and PowerPoint.
* Highly commendable administrative and managerial skills.
* Meticulous with details.
* Receptiveness to new ideas and other people’s insights.

**Experience**

* Currently working as a Transcriber for **Quantum Consumer Solutions since last 25 years.**
* Currently working on Anime project (Hindi and Tamil)

Have also subtitled and transcribed serials for **Freshtv.in**

* Have done freelance transcription for Knowledge point. (Bangalore)
* Working as a freelancer transcriber for Spenta Multimedia.
* Working as a freelance transcriber for Purple Audacity, Coral Research Services, TNS Global,
* Also transcribed e-learning videos and created subtitles for them.
* English to Hindi – The Middle (Full Season), The Originals, Ocean Thirteen(Movie)
* The Office – US - English to Hindi
* POPXO Episodes – Hindi to Hindi
* Kapil Sharma – Hindi to English.
* Episodes for Netflix and Amazon (English to Hindi)- Detour Nikita, Late night Show with James Cordon, The Affair and many more, Casual Season 2, Pretty Liars etc.
* Young Sheldon – (English to Hindi)
* Converting transcripts into SRT and VTT formats.
* Worked for Facebook series (English to Hindi) – Human Discoveries, Fuzz Balls, Cheese Hunt.
* Worked on English to Marathi – Naked and Afraid.
* Working with IYUNO MEDIA Group - Spartacus, Chicago Med – English to Hindi.
* Worked on Hindi to Hindi episodes for daily soaps.
* Worked on English to Tamil for Netflix and Amazon episodes.
* Worked for a Agriculture Project – English to Tamil

**Additional Qualifications**

Done a Level One French Course from **Alliance de Francais.**

**Personal Profile**

Date of Birth 9th November, 1980

Sex Female

Marital Status Married

Caste Punjabi

Religion Hindu

Languages English, Hindi, Marathi, Tamil, French.