**SWATI MATHUR**

Residence Address: B-1/214, Ground floor, Gali no. 6, New Ashok Nagar, opposite East End Appartments (near NEW ASHOK NAGAR METRO STATION) New Delhi, Pin code -110096

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**RUSSIAN LANGAUAGE TRANSLATOR**

Offering more than 14 years of experience; seeking a challenging and rewarding opportunity in the industry



**EXECUTIVE SUMMARY**

* Highly recognized, talented Translator with in-depth knowledge of more than 11 years in Russian language; years of hands-on experience working with some of the most reputed Companies in India, who was born and brought up in Russia and stayed there for 16 years. Expertise in meeting the translation and interpretation needs of small, medium and large businesses across all major industries such as trade (import / export), tourism, oil & gas, power, defense and IT, etc.
* Has been doing legal and medical translations (related to medicines) for about 8 years.
* Remarkable interpretation skills, exposure of face-to-face interactions, while assisted clients through telephone. Huge experience in translating documents and other materials from Russian to English and vice versa.
* Extensive knowledge of Russian vocabulary; ensuring that the meaning of the source text is retained; proofread & edit final translated versions; provide clients with a grammatical, well-expressed final version of the translated text. Ability to translate text from English/ Hindi to Russian & vice versa.
* Flexible in adjusting to new situations, work methodically and accurately with high attention to detail. Ability to quickly grasp diverse topics/themes and communicate powerfully with the target audience.
* Articulate communicator with strong analytical and interpersonal skills; multilingual with proficiency in English, Hindi & Russian.



**PROFESSIONAL EXPERIENCE**

**FREELANCER**

**TRIDINDIA SEPTEMBER 2017 - UPTO DATE**

* Russian Language Technical Translator/Interpreter - Interpretation during audit in Factories, Technical interpretation during conferences, translation of technical documents.

**FREELANCER**

**CMM LANGUAGES AUGUST 2017 - SEPTEMBER 2017**

* Russian Language Technical Translator/Interpretor - Interpretation during audit in Factories

**FREELANCER SEPTEMBER 14 - DECEMBER 16**

* Russian Language Translator/Interpretor with Various language consultancies

**EXEVO INDIA PVT. LTD JANUARY 14 - SEPTEMBER 14 (permanent)**

* Russian Market Research Analyst

**SAMAX TELECOM PVT. LTD (Chennai) JUNE 13 - DECEMBER 13(on contract basis)**

* Sr. Russian Language Analyst

**EXEVO INDIA PVT. LTD MARCH 13 - JUNE 13 (on contract basis)**

* Russian Language Expert

**ALWAYSONVACATION ESOLUTIONS PVT. LTD OCTOBER 12 - MARCH 13 (on contract basis) Sales Process**

* Russian Language Expert

**INTERPRETATION AND TRANSLATION (on contract basis) JULY 11 - OCTOBER 12**

* Russian Language Expert

**EASY TOURS OF INDIA (TRAVEL AGENCY) (permanent) JULY 11 - JUNE 12**

* Sales Manager Russia

**LINGUAMART, TRANSLATION COMPANY (freelancer) APRIL 11 - JULY 11**

* Russian Language Freelance Translator

**SCHOOL OF FOREIGN LANGUAGES, MINISTRY OF DEFENCE (DELHI) JANUARY 11 - APRIL 11**

Russian Language Instructor (Freelancer)

Teaching Russian language to defence personnel.

**CUTTING EDGE TRANSLATIONS (NOIDA) AUGUST 10 - JULY 11**

Russian Language Technical Translator (Freelancer)

* Handling translation of official documents in large industries from Russian to English & vice versa.
* Translating e-mails, memos, notes, etc from Russian to English & vice versa. Dealing with clients from Russia, and interpreting IT and business manuals.
* Ensure prompt resolution of any queries and doubts.

**RUSLINGO JULY 10 - WORKING**

Freelance Translator

**FCS SOFTWARE LIMITED (NOIDA)(permanent) JUN 09 - AUG 10**

Russian Language Expert

**VARIOUS COMPANIES LIKE E-VALUE SERVE, EXEVO OCT 08 - MAY 09**

Freelance Translator/Interpreter (Russ>Eng & vice versa)

**TECNOVATE E SOLUTIONS PVT. LTD(permanent) FEB 08 - SEPT 08**

Russian Language Expert

**INFORMATION DEPARTMENT OF RUSSIAN EMBASSY FEB 07 - FEB 08**

Assistant Editor (on contract basis)

**SCHOOL OF FOREIGN LANGUAGES, MINISTRY OF DEFENCE (On Contract Basis) OCT 04 - JAN 07**

Guest Lecturer of Russian Language

**EDUCATIONAL DEVELOPMENT**

**Completed Intensive Adv. Diploma Course in Russian Language**

South Campus, Delhi University

**Computer Knowledge**

Windows, MS Office (Word, Excel, PowerPoint), Internet



**Date of Birth:** 15 Sept, 1981 **References:** Available on request.

**Place of Birth**: Tashkent, Uzbekistan (in former USSR)

Current CTC: Rs. 320,000

Expected CTC: Negotiable