

C.V. For Anil Gidwani



Legal and Engineering Translation Services International

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- Web: www.legal-and-engineering-translation-services-international.com
- Phones: +91-9820604121 (M), +91-22-26465591 (L)
- Experience: 14 years of professional translation experience from 2002
- Membership: ProZ.com

Languages

- German->English (certified by the Goethe Institut, Mumbai, India)
- French->English (certified by the Alliance Française, Mumbai, India)
- Spanish->English
- Russian->English (certified by the House of Soviet Culture, Mumbai, India)
- Native speaker of English with entire education in English from kindergarten to post-graduation and resident in the USA for over 15 years.

Domains

- Law (Contracts and agreements, summons and orders, legal correspondence) (Extensive knowledge of legal systems)
- Corporate reports and commercial/financial documents (Worked on Wall Street)
- Engineering (IT, Electrical, Telecommunications, Financial), Science (Power/Energy, Basic, Maths). (Qualified engineer [Indian Inst. Technology] and computer scientist [Ohio State University, USA])

Adherence to DIN EN 15038 standards

Technical Resources

- State of the art laptop
- Broadband ADSL+ 24x7 Internet
- Windows Vista
- Trados 2007
- Large no. of electronic dictionaries (Dietl/Lorenz, Ernst, Robert-Collins etc.)
- Backup System
- Ftp facilities

Professional Competence

- Certification in German, French and Russian
- Computer Scientist (Master's)
- Electrical Engineer (Bachelor's)
- Software Engineer 1985-1998 (software, finance, databases, telecommunications)
- Extensive research capabilities
- Continuing professional development
- Expert in the use of software used in the translation industry

Project Management

- Extensive use of Translation Office 3000
- Time Management and Measurement tools for strict adherence to client deadlines and for the accurate measurement of hourly jobs
- Frequent backups of work
- In-house reports to monitor progress
- Translation version control to enhance workflow and quality control
- Efficient money transfers (Deutsche Bank account)

Translation Processes

- Pre-translation (stylesheets, collection of reference material)
- Linguistic aspects (recording client specifications on target group, purpose etc.)
- Source text analysis (context, genre)
- Terminology preparation (mining)
- Compliance with style specifications
- Translation (grammar, lexis, locale etc.)
- Checking
- Proofreading
- Final Verification

Quality Management

- Thorough terminology mining/extraction and enforcement
- Use of style guides
- Use of QA tools (XBench)
- Special attention to styles, locales, formatting and target group requirements
- Version control system to manage inter-workflow versions (post-translation, post-checking etc.)

A sampling of jobs undertaken

Legal



- Lease agreements, agency agreements, works agreements, service contracts, severance contracts, general terms of contract, takeover agreements, cooperation agreements, distribution agreements, gift deeds, partnership and limited partnership agreements, shareholders' agreements, employment contracts, freelancer agreements, brokerage agreements, on-line sales agreements, maintenance agreements
- Medical law agreements and correspondence with insurance companies
- General Terms and Conditions of business
- Plaints, statements of defense, petitions, complaints
- Court orders /judgments, and summons
- Legal correspondence from advocates and counsel, legal opinions

Corporate/Commercial/Financial



- Annual statements for a Home Savings and Loan Bank
- Tender documentation for a health tourism company
- Tender documentation for a mobile telecommunications project for the German railways (Deutsche Bahn)
- Extracts from the German Land Register and the German Commercial Register
- Annual statements for a company in the environmental sector
- Business correspondence, letters, powers of attorney
- Minutes of Supervisory Board meetings, committee reports
- Corporate guidelines, press releases
- Resolutions in an Annual General Meeting

IT/Engineering



- Requirements specifications and project planning for the hardware and software of a digital image processing system
- Travel agency software localization
- Website for a prominent on-line distributor
- Documentation for a firewalls-based product for computer security
- Electronics catalogs
- Safety manuals for the operation of a wine microfiltration system