

# Pawan Deep Singh

Email : prsd9487@gmail.com

Nationality : Indian

Language Known : English, Hindi, Punjabi,

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**Objective:** To work in a progressive organization that fosters a dynamic, motivated, and challenging environment. Seeking opportunities to leverage my skills and contribute meaningfully to the company's success. Committed to professional growth through continuous learning and innovation. Aspiring to take on impactful roles that align with organizational goals. Dedicated to delivering excellence and achieving long-term success.

## **Work Experience :**

### **Administrative Clerk**

*Various Organizations | 2004–2018*

- Supported organizational operations through efficient office administration, data management, and record-keeping.
- Processed and organized large datasets for internal and external purposes, ensuring accuracy and compliance.
- Assisted in scheduling, report generation, and communication tasks to maintain office efficiency.

### **Freelancer (Transcription, Translation, Data Annotation, Project Management)**

*Various Online Projects | 2018–Present*

- Provided transcription services in English, Hindi, and Punjabi with high accuracy and context preservation across diverse industries.
- Specialized in multilingual translation (English, Hindi, Punjabi) for AI and machine learning datasets, supporting model training and prompt optimization.
- Engaged in data labeling and annotation projects, contributing to AI model development by labeling audio files, images, and text data.
- Managed freelance projects, demonstrating excellent time management, communication, and client satisfaction.

## **AI Trainer & Data Annotation Specialist**

*Freelance/Contract | 2018–Present*

- 5+ years of experience in AI training, specializing in data labeling, annotation, and fine-tuning machine learning models across various domains (e.g., healthcare, e-commerce, finance).
- Proficient in image, text, and audio data annotation, preparing datasets for supervised learning models by adhering to detailed guidelines to ensure data quality and consistency.
- Expertise in prompt engineering to optimize input/output for large language models (LLMs), improving accuracy and response quality.
- Conducted data quality assurance (QA) checks and enhanced AI model performance through iterative feedback loops.
- Collaborated with clients to assess AI training needs, delivering tailored solutions that met specific project requirements and deadlines.

## **Education Qualification:**

- Post Graduate Diploma in Computer Applications
- Bachelor of Arts (BA), Punjab University, Chandigarh
- Certification in MS Office (Word, Excel, PowerPoint, Internet Research)

## **Core Competencies:**

- **AI Training & Model Development:** Extensive experience in data annotation and preparation for machine learning models, including fine-tuning for enhanced performance.
- **Prompt Engineering:** Proficient in creating and optimizing prompts for AI models to improve the quality of generated outputs.
- **Multilingual Transcription & Translation:** Fluent in English, Hindi, and Punjabi, with experience in transcription and translation for AI datasets.
- **Data Management & Quality Assurance:** Skilled in maintaining data accuracy and integrity while conducting thorough QA checks.

- **Project Management:** Capable of independently managing projects, ensuring timely completion and client satisfaction.
- **Time Management & Organization:** Adept at handling multiple projects simultaneously, ensuring efficient task prioritization.
- **Attention to Detail & Problem-Solving:** Strong analytical skills to tackle complex data tasks and deliver precise outcomes.
- **Self-Motivation & Adaptability:** Quick learner with the ability to adapt to new technologies and collaborate effectively.

**Personal Attributes:**

- Detail-oriented and results-driven with excellent problem-solving skills.
- Honest, punctual, and dedicated with a strong work ethic.
- Thrives in remote and independent work environments while maintaining proactive communication.
- Adaptable and eager to learn new tools, especially in AI and machine learning domains.