



Battsetseg Sainjargal

English–Mongolian Translator

Translation | Proofreading | Editing |
Localization

About Me:

Professional English–Mongolian Translator with 16+ years of experience delivering accurate, culturally appropriate, and high-quality translations. Skilled in translation, proofreading, editing, and localization across technical, educational, and professional documents. Detail-oriented and committed to preserving the original meaning, tone, and style of every text.



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Ulaanbaatar, Mongolia

Skills:

- English–Mongolian Translation
- Proofreading
- Editing
- Localization
- Grammar & Style Review
- Quality Assurance
- Technical Translation
- Microsoft Office
- Mining Documentation

Language:

- **Mongolian** – Native
- **English** – Fluent (Second Language)

Educational Background:

University of Humanities

2006- 2008

Master of Linguistics

Master's in Linguistics, thesis: A Comparative Study of Similarities and Differences in English and Mongolian Idioms

Mongolian National University

1998- 2002

Bachelor of Teaching English and Russian Languages

Bachelor's Degree in Education, specialized in Teaching English and Russian Languages.

Work Experience:

2002-2008

English and Russian Language Teacher, Secondary School, Uvs Province, Mongolia

2008-2010

English Language Instructor and Teacher, Vocational Institute of Technology, Ulaanbaatar Mongolia

2010-2011

Technical Translator, Leighton Asia LLC (management contractor for MoEnCo)– Khushuut Coal Mine, Khovd Province, Mongolia

2011-2016

Technical Translator, Bayan Airag Exploration LLC- Gold and Silver Mine, Zavkhan Province, Mongolia

2016-present

Underground Maintenance Translator, Oyu Tolgoi LLC Copper and Gold Mine, operated by Rio Tinto Group in partnership with Mongolian Government, Umnugobi Province, Mongolia

- English–Mongolian technical translation
- Proofreading
- Interpretation
- Technical document localization
- Meeting interpretation
- HSE documentation
- Maintenance manuals
- Work instructions

Additional Information:

- Detail-oriented
- Fast turnaround
- Confidentiality guaranteed
- Client-focused communication
- Able to work independently
- Flexible schedule, able to work across time zones
- Experienced in remote translation tasks
- Strong ability to meet deadlines independently
- Soft skills: Communication, time management, cultural awareness