


# Ridha Ananda Lumban Tobing

(ProZ Certified PRO Legal and Professional Translator)

Jakarta, Indonesia

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 <http://www.proz.com/profile/3230389>

## Summary

My name is Ridha and for **more than 6 years**, I am a **ProZ Certified PRO Translator**. I have been translating **English to Bahasa Indonesia** and **Bahasa Indonesia to English** for documents and in different formats. My rate is **USD 0.06 per word** for non-legal documents and **USD 0.075 per word** for legal documents of **both language pairs**. As a translator, I am reliable, experienced and multi-skilled professional with a proven ability to translate written documents from a source language to a target language. I am part of the Association of Indonesian Association (HPI), ProZ, and TranslatorsCafe. Moreover, I am a founder and CEO of a translation company, PT Lingua Franca Adidaya ([Linguosco](https://www.linguosco.com)). For the translation projects, I handle various subject matters from general, academic, business to legal documents. I am motivated and eager to be professional and deliver the best for every project.

## Skills

- Punctual
- Detail-oriented
- Well-organized
- Well-mannered and flexible to adapt to changes and strict deadlines

## CAT Tools

- SDL Trados Studio 2021
- memoQ 9.5
- Cafétrans Espresso

## Working Experience

### **Founder and CEO – PT Lingua Franca Adidaya (Linguosco Consultancy)**

Jun 2020 - Present (3 years)

A translation and writing agency focused on delivering quality and quintessential for Bahasa Indonesia, English, French, Japanese, German, Dutch and Arabic.



### **Member**

Himpunan Penerjemah Indonesia (HPI)

Mar 2021 - Present (3 years+)

HPI Member No. [HPI-02-21-3826](#)



### **Indonesian Legal Translator**

Verztec Consulting Pte Ltd

Jun 2021 - Present (3 years)

Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained. Proofreading and editing translated and edited documents.



### **ProZ Certified PRO EN • ID Translator (vv) and Professional Member**

ProZ.com

May 2021 - Present (4 years +)



### **Legal Translator**

PT Trimars Perkasa Abadi (Investindo)

Jan 2019 - Jan 2020 (1 year 1 month)



### **Freelance Translator and Copywriter**

Fiverr

Jul 2016 - Jul 2020 (6 years+)



### **Freelance Translator**

Upwork

May 2016 - Present (5 years +)

## Other Experiences



### Internship

Ministry of Foreign Affairs of the  
Republic of Indonesia

Jul 2016 - Aug 2016 (2 months)

## Education



### University of Indonesia

Bachelor of Social Sciences,  
International Relations

(2013 – 2017)

## Translation Project Summary

Throughout the years of translating, I have managed to handle and deliver more than **1,000 translation projects** consisting:

- Legal and Contract: Facility Agreement, Sale and Purchase Agreement, Memorandum of Understanding (MoU), Non-disclosure Agreement, Confidentiality Agreement, Disclosure Document, Offer for Legal Consultation Services for Bankruptcy & Credit Settlement, Deed of Establishment, Subscriber Agreement, CTA Agreement, Franchise Offering, Letter of Appointment, Representation Agreement, Master Agreement, Postnuptial Agreement, Prenuptial Agreement, Terms of Engagement, Master Software License Agreement, Service Order, Content License Agreement, Revolving Credit Agreement, Purchase Agreement, Accession Agreement, Sublease Agreement, Lead Site Quality Assurance Agreement, E-Visa, Single Status Statement, Third Party Sponsored/Investigator Initiated Interventional Trial Agreement, Technical Assistance Agreement, Quality Agreement, Undertaking Agreement, Supply and Service Agreement, Framework Agreement
- Business and Finance: Job Description, Bitcoin Analysis, Statement of Service Commitment, Book Foreword, Book Preface, Company Profile, Company Written Content, Financial Report, Recruitment Documents, Talent Acquisition Form, Land Value Capture Report, Indonesian Omnibus Law Report, Payroll Policy, Operating Procedure, Minutes of Meeting, Financial Statement, Agency Fee Letter, Consent Fee Letter, Upfront Fee Letter, Business Review, Digital Enquirer Kit, Financing Facility Insurance Policy, White Paper, and Due Diligence Policy, Authorized Partner Manual, Printing Machine Manual.
- Academic and Research: Research Scale, Academic Journals, Abstract, Field Entrance Report, Biology Field Report, Research Method, Study Literature, For Dispositional Resilience Scale, Interview Transcript, Adolescent Emotion Regulation Questionnaire.
- Personal Documents: Curriculum Vitae, Cover Letter, Resume, Motivational Letter, Statement Letter, Degree, Academic Transcript, Statement of Purpose, Personal Biography (Book), Consent Form, Senior High School Diploma, Academic/Professional Letter of Recommendation, Letter of Acceptance (LoA), Senior High/University Academic Transcript, Resident Identity Card, Birth Certificate, and Family Card.
- Health and COVID-19: Focus Group Discussion Report, Executive Summary, Informant Letter, Questionnaire, Research Instrument, COVID-19 Vaccination Guide, Consent Form, Report of Parenting during COVID-19, COVID-19 Certificate, NCDA Recommendation, COVID-19 Vaccine Card, Statement of Self-Isolation Completion, Bowel Cancer Awareness Measure, Health Protocol During Pandemic Era in Rural and Urban Families, and Patient Questionnaire.

## Clients

For several years, I have worked closely with many stakeholders including:

- Corporate and Business: HSBC Group, XL Axiata, Relife, Dana, LINE Group, HP, JD.ID, HP, Chevron Indonesia, Siemens Mobile, Indosport, Telkom Indonesia, Verztec Consulting, Threesixzero Productions, RWS Thailand, TheBigWord, Ruangguru, PT Indo Anodize, Citibank, Softex, Lingvohouse, Translated, Google, ATL Translations, Gear Translations, PT Selalu Cinta Indonesia, Jardin Legal, Translated, NIVEA Indonesia, Beiersdorf, Cethos, PT CHINT Indonesia, PT. Garuda Maintenance Facility Aeroasia Tbk., Amazon Prime, Jonckers, Cadence Translations, Komori Corporation, PT PLN Persero, Zenrooms Indonesia, Wordlights Translation, GG Games, TTN Switzerland, Divers Clean Action, Amadeus, Pangeanic, Harman, WhatsApp, Facebook, TikTok, McDonalds, PT Bussan Autofinance, Jobstreet Indonesia.

- Government and International Organizations: Directorate General of Tax, Ministry of Finance of the Republic of Indonesia, Ministry of Foreign Affairs of the Republic of Indonesia, Asian Development Bank Ministry of Foreign Affairs of Japan, Coordinating Ministry of Economic Affairs of the Republic of Indonesia, City Government of Bekasi, Centre for Humanitarian Dialogue, UNDP Indonesia, Australian Federal Police in Jakarta (Australian Embassy), Ministry of Tourism and Creative Economy of the Republic of Indonesia, Ministry of Public Works and Housing of the Republic of Indonesia, Indonesian Chamber of Commerce and Industry (Kadin Indonesia), Consulate General of Republic of Indonesia (KJRI) in Cape Town, South Africa, Ministry of Marine Affairs and Fisheries, Ministry of Youth and Sports of the Republic of Indonesia, Ministry of Energy and Mineral Resources of the Republic of Indonesia, Bank of Indonesia, Indonesian Investment Coordinating Board, Football Association of Indonesia (PSSI).
- Academic Institutions: Sekolah Tinggi Ilmu Hukum Litigasi, Hochschule Osnabruck University of Applied Sciences, Imperial College London, London School of Economics (LSE), CSIS Indonesia, Akademi Farmasi ISFI Banjarmasin, Universitas Indonesia, Universitas Bunda Mulia, Universitas Komputer Indonesia, Universitas Sumatera Utara, Politeknik Negeri Bandung, Universitas Gadjah Mada, Institut Teknologi Sepuluh Nopember, Universitas Wijaya Kusuma, Universitas Sebelas Maret, Universitas Muhammadiyah Malang, Universitas Ageng Tirtayasa, Universitas Nasional, Universitas Padjadjaran, Politeknik Kesehatan Kemenkes Jakarta II, Universitas Bunda Mulia, Universitas Al-Azhar Jakarta, Universitas Muhammadiyah Yogyakarta, Universitas Pasundan, Institut Pertanian Bogor, Universitas Pendidikan Indonesia, Universitas Diponegoro, Universitas Udayana, Universitas Parahyangan, Universitas Brawijaya, Universitas Bina Nusantara (Binus).