

## CURRICULUM VITAE

### **Amruta Nair**

Date of birth: 12th September 1989

Mother tongue: Malayalam

Languages known: English, Hindi, Malayalam and Marathi

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Email id: [nairamruta12@gmail.com](mailto:nairamruta12@gmail.com)

### Work experience

- Freelance translator from January 2016 till date:

- Malayalam QC projects for Google (Via Third Party) – Checking for quality and errors in voice instructions and notes recorded by voice-over artists. Making necessary corrections.
- Spoken Malayalam tutor
- English - Malayalam conversation, academic and general translation project undertaken.

- Freelance Trainer – Employability skills, retail skills, POSH awareness and behavioural trainings for Corporate, CSR projects and education institutions since 2017.

- Regional Training Executive from March 2016 till May 2017: Content development, translation, training execution, analysis and feedback.

- Executive HR from August 2013 till July 2015: HR generalist

### Language skills

- English – Speak, Read and write
- Malayalam – Speak, Read and Write
- Hindi – Speak, Read and Write
- Marathi – Read and write
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### Educational qualification

- MBA in HR from Mumbai University (passed out in 2013)

- BMS for from Mumbai University (passed out in 2010)

I hereby declare that the above furnished details are correct and true to the best of my knowledge and belief.

Location: Navi Mumbai

Date: July'23

Amruta Nair