



BIJU JACOB



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OBJECTIVE

LOOKING TO LEVERAGE MY KNOWLEDGE AND 27+ YEARS' EXPERIENCE IN TRANSLATION AND LEADERSHIP

SKILLS

Translation, Leadership, Event Organizer, People Management, Counselling, Public Speaking, Self-driven, Diligent, Learnability

EXPERIENCE

NON-PROFIT ORGANISATION MANAGER / THE WATCHTOWER SOCIETY OF INDIA

September 1991 – July 2018

Oversee the National Translation operations from English into 13 Indic Languages.

Training Personnel, Assessment of needs and Production of Materials to strict printing and digital publishing deadlines.

Coordinate Large seminars and conferences.

Served as a member of its National Governing Body for 9 years.

COUNTRY HEAD OF TRANSLATION DEPARTMENT

2016-2018

A successful Head of Operations who has managed teams of about 250 personnel involved in translating, recording, digitizing, and publishing printed & web publications from English to 13 Indic languages in 11 regional centers in India.

Extensive travel throughout the country to assess the infrastructure and personnel needs of each centre.

Responsible for various training programs for the office staff, translators, and digital publishers.

DIRECTOR OF FIELD OPERATIONS

2006-2015

Coordinating and addressing seminars and large conventions pan India focusing on inculcating moral and spiritual values.

Responsible for giving written and verbal directions for organizing field representatives for a variety of tasks.

TRANSLATOR & FIELD REPRESENTATIVE

1991-200 & 2001-2006

Full-time translation of books and articles for two international journals from English to Malayalam. This included going through extensive training in mastering translation principles and computer software.

Administrative role involving organizing and conducting various seminars and providing training to those with organizational responsibilities.

Responsible for providing appropriate personalized counselling to married couples and youngsters in dealing with challenges in personal and family life.

EDUCATION

High School education from St. Antony's High School – 1989

Pre-Degree from Kuriyakose Elias College – 1991

VOLUNTEER EXPERIENCE

Pastoral care to community members, actively take part in educating and helping neighbours to be a force for moral good. Helping people find happiness and a meaningful purpose in life, facing up to modern challenges in living.