# **JIJI CHANDRAN**

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**D.O.B: 20.03.1997**

**WORK EXPERIENCE**

**Institute for Career Development, Kollam**

**Position:** English Faculty  *January 2022- September 2022*

**Responsible for:**

* Guided students to prepare for various competitive exams.

**AnnotateIt**  *November 2021- January 2022*

**Position:** Transcriptionist(Freelance)

**Responsible for :**

* Transcribed contents from English to Malayalam for various organizational purposes.
* Converting audio files to word files.

**ICICI Bank Limited, Kollam**

**Position:** Sales officer *June to November2021*

**Responsible for:**

* My role was to talk to customers, understand their needs and help them and also to generate, sell, and secure new business opportunities through cold calling and achieve my monthly revenue target.
* I was also required to manage, maintain and develop a pipeline of opportunities, and build firm relationships with clients.

**Tata Consultancy Services, Mumbai**

**Position:** Subject Matter Expert (Freelance) *July 2019- October 2019*

**Responsible for:**

* Translating competitive exam questions from English to Malayalam.

 **ADDITIONAL EXPERIENCE**

**Fireflies(NGO)** *December 2020*

Working as a team member in the Recruitment and Volunteer Management Team.

Responsible for volunteer management and dealt with volunteer database management.

**ACADEMICS**

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| --- | --- | --- | --- |
| **Linguistics & Language Technology** | School of Languages and Comparative Literature, Central University of Kerala | 75% | 2018-20 |
| **Bachelor of Arts, English Language & Literature** | Mahatma Gandhi College, University of Kerala | 71% | 2015-18 |
| **Higher Secondary** | A. E.P.M.H. S. S. Irumpanangadu, Kerala | 92% | 2015 |

 **CERTIFICATION AND WORKSHOPS**

* Attended a 5 day **National Workshop on Language documentation for Natural Language Processing (NLP)** organized by Center for Endangered Languages, Department of Linguistics, Central University of Kerala – December 2019.
* Attended a Two Day Conference on **Humour Research** organized by the Texas A&M University – April,2023.

**ACHIEVEMENTS**

* Presented a paper at the **50th AICDL Dravidian Linguistic Association of India Conference(2023) and received the Prof. Colin P Massica award** for the best paper.
* Secured 1st place in Group Folk Song in **University Arts Festival of Central University of Kerala, 2020.**

**SKILLS**

* Translation
* Creative Writing
* Coordination
* Adaptability
* Research
* Transliteration
* Proof reading

**PERSONAL PROFILE**

**Languages known :** English, Malayalam,

**Nationality :** Indian

**Sex :** Female

**Extra-curricular activities:** Reading, engaging in various sports activities like football,basketball,etc.

**Current Location :**Kollam, India