|  |  |  |
| --- | --- | --- |
| **CURRICULUM VITAE**  SALINI B. L.  Ph: +91-9447817244  email: salkoyikal@gmail.com  **Personal Data:**  **Date of Birth : 23/01/1983**  **Gender : Female**  **Marital Status:Married**  **Nationality: Indian**  **Languages Known**  **English, Hindi, Malayalam** | | **Career Objective** |
| A Master’s degree graduate with two years working experience as a Freelance Translator / Proofreader / Subtitler / Transcriptionist, proficiency in written and oral Malayalam, English and Hindi seeks employment as Freelance Translator / Proofreader / Subtitler / Transcriptionist. |
| **Educational Qualification** |
| * **MBA** in Finance and Marketing from University of Kerala-India (2004-2010). * **BCA** from Makhanlal Chaturvedi Rashtriya Patrakaritha Vishwavidyalalya, Bhopal-India (2000-2004). * **PLUS TWO** from Board of Higher secondary Examinations (1998-2000). * **SSLC** from Govt. of Kerala (1998). |
| **Professional Skills** |
| * Good work relationships with Indian and International Clients * Skillful in maintaining relations with clients * Has good relationships with other employees and employers * Excellent in computer knowledge (like Microsoft Office and Adobe applications, Work knowledge in client servers etc) * Capable of maintain all important information in suitable and preferable formats. |
| **Professional Experience Summary** |
| **Assistant General Manager – Projects**(13 February 2012-31 July 2012), **Pamco Solutions (P) LTD,** Trivandrum,Kerala, India  **Senior Audit Assistant** (14 August 2011 - 12 February 2012)**RATHNAM & MURTHY CAs,** Trivandrum,Kerala, India  **Business Analysist**(12 May2008 –30 September 2009)  **Iva Systems Pvt. Ltd,** Trivandrum, Kerala, India  **Marketing Coordinator** (October 2007 – April 2008)  **Tourism India Publications**, Trivandrum,Kerala, India |
| **Freelance translation/proofread/subtitling/transcription Experience in Detail**   * **Vivoiz Healthtech Pvt Ltd (Healofy, a pregnancy-parenting social network)**   Period: May 2019 to November 2019  Area: Translation  Language Pairs: English to Malayalam  Project: Pregnancy Parenting Social Network Documentation   |  |  | | --- | --- | | |  | | --- | |  | |  * **Stars Group of Translators**   Period: August 2019 to Till Now  Area: Translation and Transcription  Language Pairs: English to Malayalam, Malayalam Audio to Malayalam Text  Project: Work on CAT Tool Prabandhak (Domain: General)   * **Ansh Intertrade Pvt. Ltd.**   Period: December 2019 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **D&T Translations**   Period: November 2019 to Till Now  Area: Translation  Language Pairs: Malayalam to English  Project: Documents (News paper article, Hand written document)   * **Eccellente Services Pvt. Ltd.**   Period: November 2019 to Till Now  Area: Transliteration  Language Pairs: English to Malayalam   * **Word Publishing**   Period: December 2019 to Till Now  Area: Translation  Language Pairs: English to Malayalam  Project: Work on CAT Tool Prabandhak (Domain: General)   * **Somya Translators Pvt Ltd**   Period: December 2019 to Till Now  Area: Translation, Proofreading  Language Pairs: English to Malayalam   * **Tran Solutions**   Period: December 2019 to Till Now  Area: Transcription  Language Pairs: Malayalam Audio to Malayalam Text  Project: Voice to text   * **Verbo Labs**   Period: November 2019 to Till Now  Area: Translation, Proofreading, Subtitling, Transcription  Language Pairs: Malayalam to English and Vice Versa, Malayalam Audio to Text   * **Global Enterprise**   Period: November 2019 to Till Now  Area: Translation / Proofreading  Language Pairs: English to Malayalam, Malayalam Audio to Malayalam Text  Project: Amazon in ATMS and Malayalam Audio to Malayalam Text   * **Wistran Language and Digital Services**   Period: November 2019 to Till Now  Area: Translation / Proofreading  Language Pairs: English to Malayalam  Project: Amazon in ATMS   * **Tiger Comics**   Period: March 2021 to Till Now  Area: Comic book translation  Language Pairs: English to Malayalam   * **Acadecraft Private Limited**   Period: May 2021 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **Avom Consultants**   Period: May 2021 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **Zibanka Media Services Pvt Ltd**   Period: January 2021 to Till Now  Area: Subtitling of serials for Zee channel.  Language Pairs: English / Hindi to Malayalam   * **Mayra Enterprise**   Period: May 2021 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **ONC Technology Pvt. Ltd.**   Period: April 2021 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **Languagecurry (Mobile app)**   Period: April 2020 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **PerceptionMinds**   Period: January 2020 to Till Now  Area: Translation  Language Pairs: English to Malayalam   * **IYUNO • SDI GROUP**   Period: October 2021 to Till Now  Area: Subtitling  Language Pairs: English to Malayalam, Malayalam to Malayalam, English to English    **DOMAIN**   * ATL advertising * FMCG * Medicine, pharmaceutical and healthcare * Automotive * Food and beverages * Online marketing * Cinema and TV * Journalism * Pet food, animal health * Software * Technical, electronics, IT * Finance and banking * Tourism, travel and hospitality * Fashion * Luxury   **COMPUTER PROFICIENCY**   * Operating Systems Windows 7, Windows 95 / 98 / ME / XP, Vista , Windows NT /   2000, MS DOS, Linux   * Packages Office 2007, 2003 / XP * Databases MS Access, MS SQL * **CAT Tool Prabandhak, Smartcat, Amazon Tool (ATMS), Memsource** * Languages C, C++, Java, HTML. FoxPro, Visual Basic 6.0.     **OTHER INFORMATION**   * Strong Communication skill * Excellent Leadership Qualities * Charismatic, Innovative and Energetic * Able to maintain good relationship with peer group and society * Good in Analytical Skills and Crisis Management * Time management and Kaizen (Japanese for "improvement", or "change for the better") capabilities   **Reference**   * Will be provided upon request | |