

# Surekha Shreedharan

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## Summary

A perfect freelancer with excellent, listening, reading, video editing and designer skills.

## Skills

- Adobe premiere pro
- Microsoft Office
- Video Editing
- Subtitling
- General Business Knowledge
- Output accuracy
- Confidentiality
- Transcriptionist
- Translation
- Proofreading

## Experience

01/2017 - 04/2020  
Sr. Executive (Escalations), **Just Dial Limited**  
• Mails, Chat & Voice Process

## Education And Training

**HSC**  
**Maharashtra State Board**  
Grade: Grade-B

## Accomplishments

Awarded as Top Performer & scored mostly 100's for Quality.

## Languages

- English
- Malayalam
- Hindi
- Marathi

## Hobbies And Interests

- Playing Video Games
- Cooking
- Subtitling
- Travelling

## Disclaimer

I do hereby declare that the above given statements are true and correct to the best of my knowledge.