**Maria Joseph Anand Moraes A**

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**Professional Summary**

A talented and hardworking English-Tamil Translator with excellent communication and interpersonal skills. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

**Education**

B.E. Mechanical Engineering Madurai Kamraj University, Tamilnadu. (1992-96)

**Work Experience**

* Over three years of experience as a 'Service Engineer' supporting 'Alpha Laval' products and 'Thermax' products.
* Over ten years of experience in various levels in an International BPO (HCL Tech), supporting AT&T customers in a 'Technical Voice' environment.

**Key Skills and Competencies**

* Excellent communication and social skills.
* Ability to work to tight deadlines and work under pressure.
* Highly skilled in Excel, Word and other MS-Office software

**Language Skills**

* Highly and equally proficient in Tamil (Mother Tongue) and English (First Language at School).
* Was involved in a lot of technical writing in the places I worked.
* Used to write verses in both these languages from my school days.

I have equal proficiency in English and Tamil. Tamil being my native language and being in a Voice support environment for a US-based client, place me as a better competitor for this job.

Dear Sir,

I am not a professional translator but starting my career as a translator. But at the same time this doesn't undermine my talent as a 'Good' translator, thanks to the experience I have otherwise this language pair.

I can dedicate more time and get the job done as per your deadlines comfortably.

Rates are negotiable and we can finalize the rates once I do a sample work for you.

Thank you.