***RESUME***

*Mobile No.: 9414166640*

***Anuradha Rai*** *E-Mail ID:21378anu@gmail.com*

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***Areas of expertise for translation work***

* *Native speaker of the target language*
* *Can do offline data entry work*
* *Possess a strong knowledge of both English and Hindi languages.*
* *Computer-oriented and have sound knowledge of the MS Office Suite*
* *Organized, priority-focused, dynamic, independent and resourceful*
* *Can respond well under the pressure of deadlines*
* *Level of accuracy is complete.*

##### *Working Experience as a Translator:*

* 1. *Working on the Translator panel of Four NGO’s and one Animation Company.*
  2. *Working experience of 12 years as a Translator.*
  3. *Completed several projects, translating both from English to Hindi and Hindi to English in the given stipulated time.*
  4. *Worked on a national level survey including translation of medical terms.*
  5. *Can submit the projects both in hard form and in soft copy also.*

***Also do the work of Transcription*** *(simple i.e. transcription in the same language and translating it in the required language also)*

***W****orked with GE Countrywide and HDFC Bank on the post of Credit Executive.*

***Computer Proficiency*** *: Well versed in MS-Windows, MS EXCEL, WORD & POWER POINT with complete knowledge of Internet. Full time internet connection at home.*

***Professional Qualification : Masters in Business Administration (****MBA) from Pacific Institute of Management, M.L.S.University, Udaipur.*

### *Specialization : Major: Human Resource Management*

***Minor: Marketing***

***Academic Qualification*** *: B.Sc. from College of Science, M.L.S.University, Udaipur*

#### *Senior Secondary from Kendriya Vidhyalaya, R.D. Mines*

***Personal Details:***

***Address*** *: 225- New Vidhya Nagar, Sec. 4,*

*Hiran Magri, Udaipur-313001.*

***Nationality*** *: Indian*

***Marital Status*** *: Married*

***Languages Known*** *: Hindi , English & Mewari*