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| AREAS OF EXPERTISE* Translating documents
* Interpreting
* Proofreading

PROFESSIONAL* Communication skills
* Presentation skills

PERSONAL SKILLS* Detail orientated
* Well organised
* Friendly

PERSONAL DETAILSRajendran Gokila248 Ang Mo Kio Ave 2#03-22 S560248T: 90126273 E: gokilasankar@gmail.com DOB: 25/09/1984 | G*okila* *Translator*  PERSONAL SUMMARY A reliable & talented translator with a proven ability to translate written documents from a source language to a target language (English/ Tamil). A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.  WORK EXPERIENCETRANSLATOR - 2008 - present***Jobs****:** Translation of documents/letters/ brochures/ Signage from English to Tamil & vice versa for various industries. ( Tourism / Health care/Government services)
* Reviewing and proofreading mother-tongue text.
* Conducting face-to-face interpreting / Telephone interpreting.
* Working as a translator for local councils.

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| Rates |
| Up to 1500 words  | flat rate of $150 |
| More than 1500 words | $0.10 per word |

 KEY SKILLS AND COMPETENCIES * Familiar with translation software tools.
* Able to fluently speak, write and type in English & Tamil.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to prioritise work.

 ACADEMIC QUALIFICATIONS* BA Tamil Language and Literature with Communication

**Sim University – Currently pursuing*** Diploma In Engineering Informatics **Nanyang Polytechnic 2002 – 2005**
* O level**St Margaret’s Secondary** **1997 – 2001**
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