

# Vandana Ojha

New Delhi  
Delhi  
New Delhi - 110001  
Delhi

vandna.pari@gmail.com  
+91.8527999096  
vanojh87@gmail.com



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## About Me

### Freelance Translator (English-Hindi)

## Education

### Master of Arts, Hindi Literature

Janki Devi Memorial college  
University Of Delhi  
New Delhi, Delhi

Completed, December 2011  
Marks 53 %

### Bachelor of Arts, Literature

Janki Devi Memorial college  
University Of Delhi  
New Delhi, Delhi

Completed, July 2008  
Marks 62 %

### Diploma, Post Graduate Diploma in Translation (Eng-Hindi-Eng)

Bhartiya Vidya Bhawan  
New Delhi, Delhi

Completed, May 2012  
Marks 66 %

### Intermediate, Arts

N.P. Bengali Sr.Sec. School  
CBSE  
New Delhi, Delhi

Completed, May 2005  
Marks 65 %

### High School, General

Havlock Square  
CBSE  
New Delhi, Delhi

Completed, May 2003  
Marks 55 %

## Work Experience

January 2013 - February 2014

### Translator

Ministry of Corporate Affairs  
New Delhi, Delhi

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September 2014 - August 2016

### Junior Hindi Translator

Indian Coast Guard Ministry Of Defence  
New Delhi, Delhi

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September 2016 - June 2017

### Official Language Officer and Translator

BANK OF INDIA  
New Delhi, Delhi

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October 2017 - January 2018

### **Junior Hindi Translator**

Ministry of Defence  
New Delhi, Delhi

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February 2018 - Current

### **Assistant Manager (Rajabhasha) and Translator**

NBCC (India) Ltd  
New Delhi, Delhi

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January 2014 - Current

### **Freelance Translator**

TCS, IGNOU Etc  
New Delhi, Delhi

**\*\*AREAS OF EXPERTISE:** - Website/Application, Administration, Official documents Online content (Facebook, YouTube, etc), Education (Certificates, Diplomas, Academic, Tutorials, Online Training), Technical documentation (User Guides, Manuals, Brochures, Handbooks, Leaflets), Marketing materials (Landing pages, Keywords), Subtitles, Online Content etc.

## **Skills**

- Strong researching ability;
- Provide high quality professional Human translation and Careful proofreading;
- Respect deadline and Quick and Easy communication.
- Maintain strict confidentiality concerning clients and translated materials.

## **Computer Proficiency**

### **Operating Systems**

- Windows 7 & 10 ●●●●

## **Languages**

- Hindi ●●●●
- English ●●●●

## **Personal Interests**

- Literature
- Sports, Outdoors and travelling
- Educational Development

## **Personal Details**

Father's Name: Mr. Rajendra Nath Ojha  
Birthday: October 26, 1987  
Gender: Female

Marital Status: Married  
Nationality: India

## **Address Details**

New Delhi  
Delhi  
New Delhi - 110001  
Delhi

## **Declaration**

I, Vandana Ojha, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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**Vandana Ojha**