**Abhimaan Hettigoda**21, Jayathilake Avenue, Moronthuduwa Road,   
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**Career Summary:**   
  
Competent, dedicated and highly knowledgeable translator with over 9+ years of experience in translating documents of diverse types. Expertise in using translation tools to provide efficiency and ability to handle multiple clients simultaneously while having remarkable time management, attending audio/video calls for smooth interactions and meetings, speaking publicly and making presentations in conferences. Adeptly maintaining strong work relationships using exceptional soft skills.

**Summary of Skills:**

* In-depth knowledge of Sinhala language in all its forms currently in use.
* Extensive experience of working with various organizations and by helping in business and community interactions.
* Adept in handling audio/video calls for Sinhala and/or English clients as well as giving appropriate answers to queries.
* Capable of working with translation tools like SDL Trados, ProZ, Wordfast Pro, Magic Search, IATE (Interactive Terminology for Europe), Madura Dictionary, etc.
* Possess exceptional time-management, organizational, interpersonal, communication and computer skills.
* Proficient in Sinhala and English with outstanding verbal, written, and editing skills.
* Good typing speed and ability to work with latest editing and word processing applications.
* Skilled in juggling multiple projects at the same time.

**Education:**

* G.C.E. Ordinary Level (A’s in English Language, Sinhala Language and B in English Literature )   
  Mahanama College, Colombo   
  2013
* G.C.E. Advanced Level (Mathematics Stream)  
  Mahanama College, Colombo  
  2016

**Volunteer Experience:**

* Participated as **Interpreter**/Training Assistant in the International Small Wind Turbine Manufacturing Training and as Speaker in the International Small Wind Turbine Manufacturing Conference organized by the National Institute of Wind Energy and The Wind Empowerment organization, UK, in India (Nov 29th – Dec 12th , 2018).
* Active member of IQ Tests and General Knowledge Facebook group which annually conducts 1 -3 charity programs (since 2012 – present).
* Registered Whole blood and Platelet Donor in National Blood Center, Sri Lanka, with a streak of 13 donations (from 2015 – present).

**Hobbies**

* Reading educational and non-educational material on diverse topics.
* Social educational networks such as Quora, Reddit, Curiosity, Futurism, etc., and sites like YouTube, Wikipedia.
* Watching TV series and movies.

**Reference**

Available upon request.