**Ananda Kalapugama**

**Sworn Translator – English / Sinhalese (Sinhala)**

406, Matugama Road, Sapugahawatta, Dodangoda 12020, Sri Lanka

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**AREAS OF EXPERTISE**

*Translation*

*Legal*

*Medical*

*Technical / Engineering*

*Technology*

***Science* / *Life Science*s**

*Academic / Literature*

*Business / Economic*

*Website / Other Media*

*General*

***Writing***

***Resume***

***Article***

***Leaflet***

***Advertisement***

***Business letter***

***Manual***

***Academic paper***

***Research paper***

***Editing, Proofreading, Formatting***

***All types of documents***

**PROFESSIONAL**

***30 + years in the translation and secretarial career***

EDUCATION

*Diploma in Translation & Interpretation*

***University of Kelaniya***

***Sri Lanka***

**AFFILIATION**

***Sworn Translator***

***(English – Sinhalese) Appointed by the***

***Ministry of Justice of***

***Sri Lanka***

**PERSONAL SKILLS**

***Deadline achiever***

***Target doer***

***Budget-oriented***

***Commercially focused***

**CAREER GOAL**

To serve as a **freelance translator and / or writer in English and Sinhalese (Sinhala) language pair** for any potential employer, focusing on increasing my income and generating profits to the employer working within given deadlines

**PROFILE**

* Knowledge and experience gained through working with several foreign translation agencies in USA, UK, Spain, Ireland, Israel, China, Malaysia, India, Nepal, Lebanon, Egypt, etc.
* Successfully translating product, propaganda, evaluation booklets/manuals of international companies and organisations
* Ability in creating or maintaining existing format of the source documents to be in line with clients’ desire
* Independently managing any translation or creative writing project, organizing resources and establishing priorities

PROFESSIONAL EXPERIENCE

The Blue Water, Sri Lanka (5-star luxury tourist resort hotel)

Jun 1997 – Aug 2015

Executive Secretary

* Translated official documents from English to Sinhalese and vice versa, as and when required.
* Drafted meeting agendas, prepare minutes, provide and collect information
* Prepared presentations, manuals, monthly reports, etc.

The Savola Company, Jeddah, Saudi Arabia

Petrostar Co. Limited, Jeddah, Saudi Arabia

Zambia Airways, Jeddah, Saudi Arabia

Arabian Marine & Terminal Services Co. Limited, Jeddah, Saudi Arabia

May 1985 - Dec 1996

Administrative Assistant / Personal Assistant / GM Secretary

* Translated all company official directives issued by the management in English into Sinhalese language for the benefit of hundreds of Sri Lankan employees
* Conveyed Sri Lankan employees’ demands, requests, appeal, and grievances to the company management by interpreting into English
* Involved in setting up of salary / benefit exercises, human resource functions (company policies)
* Overall responsible for documentation for ISO certifications

COMPUTER TRAINING

Microsoft Authorised Training Center, Jeddah, Saudi Arabia

Have obtained training certificates on Windows and Microsoft software (including MS Office)

ONLINE EDUCATION (Certificates of Achievement)

University of California, Berkeley (College Writing Part 1, 2 and 3 – Principles of Written English)

University of Geneva (International Organizations Management)

University of Maryland, College Park (Developing Innovative Ideas for New Companies – the first step in Entrepreneurship)

University of North Carolina at Chapel Hill (Introduction of Environmental Law and Policy)

University of Virginia (New Models of Business in Society)

University of Virginia (Foundation of Business Strategy)

Ludwig-Maximillians-Universitat Munchen - LMU (Competitive Strategy)

Stanford University (Democratic Development)

**Northwestern University, School of Law** (Law and the Entrepreneur)