# **Ms.Anupama Kumari**

Flat No105, Block D, Vaidnath Dham (Apartment)

Lambakheda, Bhopal ,462038

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**C O R E C O M P E T E N C I E S**

* More than 5 years of experience in the field of Language translations, copywriting, proofreading and editing with the ability to understand basic elements of Source (English) and Target (Hindi).
* Excellent command of the English language with the ability to provide clear and concise oral and written communication in the Source and Target language.
* Ability to understand requirements necessary to perform specific tasks being processed and produced.
* Good knowledge of Native languages’ technical aspects is a must like different font assemblies, their application on the internet, different typing methods and keyboards, complexities of the language on the technical tools etc.
* Excellent typing and comprehension speed in both English and Hindi language.
* Ability of content writing , article writing according to official need.

**P R O F E S S I O N A L E X P E R I E N C E**

**Co. Name: Languagetron, Ghaziabad**

Designation: Hindi Translator

Duration: (Aug 2011to sep2012)

Domain: Academic books

**Co. Name Career Power Metis Eduventure Pvt. Ltd,**

 **Nirman Vihar, New Delhi**

Designation: Hindi Translator.

Duration: From April 2013 to August 2014

Domain: Question papers : reasoning, math’s, science, social science. G.K.

**Co. Name: Krishi Bhawan (Hindi Section)New Delhi**

Designation: Hindi Translator cum Typist (Contractual basis)

Duration: (Mar 2015to Aug2015)

Domain: Agriculture related contents, Parliament questions.

**Co. Name Maharishi Shiksha Sansthan, National Camp office, Bhopal.**

Designation: Hindi Translator cum Transcriber

Duration: From August 2015 to Present

Domain: Maharishi’s lectures.

**E D U C A T I O N**

* **Master of Arts**

 IGNOU New Delhi

 01/2010 – 02/2012

* **Bachelor of Arts**

 Banaras Hindu University, Varansi

 07/2001 – 03/2004

* **Senior Secondary School**

 U.P Board, RKMV, Mughalsarai

 07/2000 – 03/2001

* **Higher Secondary School**

 U.P Board, RKMV, Mughalsarai

 07/1998 – 03/1999

**P E R S O N A L D E T A I L S**

Father Name : Shri. Babban Singh

Mother name : Smt. Bageshwari Devi

Date of Birth : June 8, 1985

Gender : Female

Marital Status : Widow (Having a son)

Languages known : Hindi, English (Read, Write, Speak)

Hobbies : Content writing. Meditation, Painting etc.

**Declaration:**

*I hereby declare that the above mention information is correct to best of my knowledge.*

 **Ms. Anupama kumari.**