**ARPITA DAVE**

**E-401, Ratnam Square, Khodiyar Nagar, New Kareli Baug, Baroda, Gujarat, India**

**Mobile: +91-97243 13080**

**E mail:** arpitatranslate@gmail.com

**OBJECTIVE**

My aim is to catch an early opportunity in which my academic qualification, knowledge & abilities would be utilized effectively, proving myself to be a successful person.

**ACADEMIC QUALIFICATION**

* S.S.C. passed from G.S.E.B in 2001 with 79.00%
* H.S.C. passed from G.H.S.E.B in 2003 with 76.00%
* Bachelor of Commerce passed in 2006 from HNGU with 80.00%
* Master of Commerce passed in 2007 from HNGU with 78%

**Computer Knowledge:**

* MS Office, DTP, Tally

**WORK EXPERIENCE**

I have been working as a freelance linguist for last 5 years for ***translation, proofreading/reviewing, content development/article writing and transcription***.

**LANGUAGE PAIR**

* ENGLISH <> GUJARATI
* ENGLISH <> HINDI

**WORK DOMAIN**

* Legal matters
* Religious documents
* Technical
* Entertainment
* Real Estate/Property docs
* All kinds of deeds/Certificates
* Marketing and advertisements
* Educational (books and articles)

**AVAILABILITY**

* All days of the week
* Only as a freelancer (No onsite assignments)

**PERSONAL DETAIL**

Date of Birth : 10th April, 1986

Gender : Female

Nationality : Indian

Languages Known : English, Hindi & Gujarati

Marital Status : Married

**DECLARATION**

I hereby declare that the information mentioned in my resume is correct and to the best of my knowledge and belief.

**Date: Yours Sincerely,**

**Arpita Dave**