**Resume**

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| **Name** | Deepika Agrawal |
| **Address** | 1 S R Das Road, Ground-Floor, Kolkata-700026  Phone – 033-2463 5497  Mobile No.- 9830225014  E-mail- [agrawaldeepika1969@yahoo.in](mailto:agrawaldeepika1969@yahoo.in) |
| **Skills** | Language Translation  Proofreading & Editing |
| **Languages** | Mother Tongue –Hindi  Source Languages –English, Hindi  Target Languages –Hindi, English |
| **Fields** | Clinical Trial Documentation –Translation(Includes  Product information leaflets, study protocols, advertisement, informed consent documents, contracts, posters etc.)    Medical and Pharmaceutical products –Translation(Includes  product information leaflets)    Technical Translations- Machinery, Working of vehicles.    Legal Translations- Contracts, Official Documents, etc.    General Translations- Certificates, Mission Statements,  Code of Conducts, etc.    Business –Tourism, Insurance, etc. |
| **Experience** | 2010 –Present – As a translator & proof reader at Bits Pune since 2010. (Independently translating and proofreading since 2013.)    Had earlier worked as a school teacher and then as a trainer at a call centre. |
| **Education** | Post Graduation (Physics) |
| **Software Proficiency** | Word  Power point  Excel |
| **Capacity** | 2500 words per day for translation. |
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