RESUME

I am a native Hindi translator / reviewer with 26 years of rich experience in the field of translation, editing, proof reading and creative writing. I have a strong background of both Hindi & English.

**About me**

Name – Geeta Nair

Location – Kerala, India

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**Qualifications :**

* BSc(Zoology) – University of Calicut
* PG Diploma in Translation , Administrative Drafting & Reporting in Hindi – Cochin University of Science & Technology – University 1st Rank holder
* MA ( Hindi Language & Literature) - Cochin University of Science & Technology – University 2nd Rank holder
* MPhil ( Hindi Language & Literature) - Cochin University of Science & Technology
* JAIIB – Indian Institute of Banking & Finance

**Experience :**

* 3 years in a Public Sector Undertaking (ITI) as Hindi Translator.
* 23 years in a Public Sector Bank ( Syndicate Bank) – Joined as Official Language Officer and worked my way up to the Chief Manager level through sheer hard work and commitment.
* Member Secretary of the Town Official Language Implementation Committee, Kannur from 1989-1998 & July 2010-December 2011
* Was Associate Faculty for various training programmes – Official Language as well as General- conducted by the Bank.
* Was Guest Faculty for Official Language Training Programmes conducted by other Public Sector Banks, PSUs and Central Government Organisations.

Took VRS recently in order to do something on my own, from the convenience of my home. Have rich experience in translation of financial as well as general and literary documents/matters, both from English to Hindi & vice verse .

I am Computer savvy. Conversant in Microsoft Office, internet, Leap Office and Unicode. Proficient in proof- reading.

Was editor of the Bank’s regional bilingual newsletter for 3 years. Was also editor of the annual journal ‘Kshitij’ published by Town Official Language Implementation Committee, Kannur from 1990-1998.

**Core areas of competency :**

* Translation from English to Hindi & vice verse.
* Proof reading
* Writing articles on general topics.