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CAREER OBJECTIVE: To take up career challenges with honesty, loyalty, good relationship with organization, individual or company I work for. To emphasize more on translation area and to try to contribute in the field of translation. To work with full dedication, commitment and contribute my skills and experience to help towards the growth of company.

Experience:

- Worked with the Cultural Ministry of India on as a language secretary to secretary Minister of Culture on 100 years Birth Anniversary of Tagore.

Task

While operating I was responsible for carrying out various communications through letters, emails and in person related to the project. Operated research related work relevant to the project and prepare power point presentations for the same. Subtitled their internal videos designed to create awareness amongst common people regarding their projects and activities.

- Have been working as a freelancer for various organizations and individual projects as a language translator and transcriber for 7 years now.

Task

Specialized translation from English to Bengali, Hindi to Bengali and vice-versa.

Proof reading, editing

Specializes in

Literary work

Subtitling

Book Translation

Media

Health Care, Nutrition

Culinary books

Advertisement

Tourism

- Worked for various subtitling projects that includes
 Subtitling culinary videos for a channel.
 Subtitled a series of a theatre video for a local channel at Bangladesh.
 Operated as a subtitle editor for 2episodes of a daily soap aired on a private channel.
 Subtitled video for an NGO working for the education of underprivileged street kids in Delhi.

EDUCATIONAL QUALIFICATION:

- Have done Masters in Bengali from Delhi University.
- Completed my graduation with Honors degree in Bengali from Miranda House college, University of Delhi.
- Had done schooling Xth and XIIth from Lady Irwin School New Delhi.

ACADEMIC PROJECT:

- Assisted actively with a program initiated by AIIMS called **HRIDAY**. Wherein we collected donations for Aids patients and also donated blood for blood bank.
- Supervised a NGO named SHIRKAAT run by Delhi University students in organizing education classes for underprivileged students of various slums in Delhi.
- Have participated in International Congress of Bengal studies organized at Delhi University from department of Modern Indian Language & Literary studies.
- Besides have participated in various academic seminars organized by Delhi University.
- Designed book cover for projects with ISBN 978-81-930664-0-9, 978-81-930664-1-6, etc.

PROFESSIONAL PROFICIENCY:

- Can expertly work on MS Office Suite.
- Multimedia with specialization on Illustrator and Photoshop
- Internet Work
- Avro software
- Communication is my area of strength.

ACHIEVEMENTS:

- Have secured highest marks from University during my graduation.
- Have participated in designing competition organized by Wigan & Leigh College during school and won certificate.

- Have won certificate of Excellence participating in an art competition organized by Luxor during my school.
- Presented academic papers related to Literature at various seminars conducted by the colleges of Delhi University.

PERSONAL DETAILS:

- I enjoy art and craft activities and passionately love painting using various mediums.
- I enjoy making posters of various kinds & gift wrapping is one of my hobbies.
- Trekking is one of my biggest passion. I enjoy exploring various new tracks on the hilly trails.
- I also work independently for street dogs which is also one of my passions.

Personal Dossier:

- D.O.B = 28/08/1983
- Languages Known =Fluent in reading writing and speaking

Bengali, English, Hindi