

Resume

Jitendra M. Mehta

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PERSONAL DETAILS

DATE OF BIRTH:

16th November
1981

SEX:

Male

NATIONALITY:

Indian

MARITAL

STATUS:

Married

LANGUAGES

KNOWN:

Gujarati, English
& Hindi

COMPUTER

LITERACY:

Microsoft Office,
Working with
Internet

REFERENCES

On request

Educational Qualification:

1. **Master of Social Work** from Indira Gandhi National Open University with 57%
2. **Post Graduate Diploma in Human Resource Management** from All India Institute of Management Studies, Chennai with **72.20%**
3. **Bachelor of Business Administration** from Saurashtra University, Rajkot with **59.25%**.
4. Passed **HSC Examination** from Gujarat Secondary Education Board with **64.33%**.
5. Passed **SSC Examination** from Secondary School Gujarat Secondary Education Board with **61.00%**.

Pair of languages for translation and proof reading

1. **English to Gujarati**
2. **Gujarati to English**
3. **Hindi to Gujarati**

Experience as translator:

Since 2010 I have explored and expertise new field of translation. I am having expertise in English and Gujarati language and had undertaken various assignment of translation from English to Gujarati and Gujarati to English. I am associated with the following organizations for translation work :

- **Braahmam Net Solutions Pvt. Ltd.**
- **Languages**
- **Prudellab**
- **Valuepoint Knowledge Works**
- **Translang Ways**
- **Blueink**
- **Mangrol Multimedia Ltd.**
- **Answer Advertising, Ahmedabad**
- **Neo Translation Services**
- **Mode India** (An Ahmedabd based NGO working in Gujarat and Rajasthan)
- **MICA, Ahmedabad** (A premier institute in the field of education on communication)
- **CHETANA, Ahmedabad** (An NGO working for the women empowerment mainly in the field of RCH)
- **Indian Red Cross Society, State Branch, Ahmedabad**
- **Simple Solutions, Ahmedabad**

- **Sarjan Foundation, Rajkot**

Areas of expertise as Translator: In general any content from English to Gujarati I can translate, however, during my past 9 years of experience have exposure and expertise on the following domain;

- Health education
- Trainings and Modules
- Government Policies, manuals, procedures.
- Various government acts
- Finance
- Marketing
- Web content
- Mobile App related content
- Agriculture related content
- Religious content
- Advertisement material
- Education field
- Legal documents

Tools used for the translation:

- Prabandhak
- Samartcat
- Smartling
- XTM Cloud
- MS-Office
- SDL Passolo
- **Other tools as per the need of the client**

Other Professional Experience:

19 years of working experience in development sector with various government and non-government organizations at various capacities as under;

- State Program Manager in SAATHII (National level NGO) for the state of Gujarat and leading a team managing project in 23 districts of the state.
- Capacity Building Specialist in Gujarat Ecology Commission, Dept. of Forest and Envnt., GoG
- Project Officer in Caritas India (National level NGO)
- Capacity Building Officer in Caritas India (National level NGO)
- Asst. IEC Coordinator in DKT India (National level NGO)
- Project Officer in Shree Ramakrishna Charitable Trust, Surat
- Training and MIS Officer in Gujarat State Network of People Living with HIV/AIDS
- Project Officer in Gujarat State Network of People Living with HIV/AIDS
- Out Reach Worker in Shree Ramakrishna Charitable Trust, Surat