|  |  |
| --- | --- |
| Joginder Singh | House No.-06, Navedic Complex, VPO-Pabhat, Zirakpur,Punjab-140603(+91) 9988228985, sjoginder01@gmail.com |
|  OBJECTIVE  |
| To attain challenging & responsible position, where I can enhance my skills & capabilities in consonance with organization goals & Aims to be associated with the organization that provide me an opportunity to show my skills & improve my knowledge with the new trends. |
|  WORK EXPERIENCE  |
| * **Verbo Labs – Translator ( English to Hindi) -- June 2018 to Present ( freelancing)**

**Job Responsibilities:-** * **Video subtitling**
* **Serial Script Translation**
* **Nimble Solutions Pvt. Ltd. – Translator ( English to Hindi and Punjabi) -- June 2015 to Present**
 |
| **Job Responsibilities:-** * **Script Translation from English to Hindi and Punjabi.**
* **Article Translation from English to Hindi and Punjabi.**
 |
| EDUCATION |
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| Year | Examination | Institution/Board | ( % ) |
| Jun-2012 | **B.Com** | Panjab University | 60% |
| May -2009 | **12th**  | C.B.S.E. | 58% |
| Mar -2007 | **10th**  | H.P. Board | 60% |

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| PROFESIONAL SKILLS |
| * **Computer Operations (MS Office)**
 |
| * MS Word
* MS Excel
* Paint
* Power Point
 |
| * **Other Skills**
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| * Ability to work to deadlines
* Good general knowledge
* Good spoken and written English
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|  |
| PERSONAL SKILLS |
| Attentive: To notice, pay attention to, careful attention.Adaptable: Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.* Confident: Trusting, fully assured, belief, trust in yourself.
* Determined: To do, resolve, on a course of action.
* Honest: Not lying, cheating or stealing, sincere.
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| PERSONAL DETAIL |
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| Date Of Birth | 31-Jan-1991 |
| Sex | Male |
| Nationality | Indian |
| Marital Status | Single |

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| DECLARATION |
| Hereby, declare that all the information given above is true and correct to the best of my Knowledge.(Salary negotiable as per job profile.)**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Joginder Singh)** |