**RESUME**

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| Julius Thooyamani M |
| *Freelance Translator, Reviewer and Data Entry Operator* |
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***Professional Summary***

*Throughout My career I worked as a part-time English-Tamil Translator / Interpreter. When I started my career as Administrative Assistant with Rural Organisation for Social Action, a NGO supported by foreign agencies like Danida, Action Aid, British Council, World Literacy of Canada, etc., I had opportunities to interacting with foreign delegates and started Translating and Interpreting as part of my work. After moving to other organisations I continued my passion towards Translation by accepting part-time assignments; Encouraged by the good response from my clients, now I have started my full time career as English-Tamil Freelance* ***Translator****. I also accept* ***Job typing*** *projects in* ***both English and Tamil.***

***IT and Skill Set***

* Well versed in MS-Office, Hardware and Networking.
* Topic based online Research
* Hands on experience on online jobs

***Education***

M.Sc. Applied Psychology (Specialised in HR) – Annamalai University – 2004-2007.

B.Sc. Computer Science - Bharathidasan University – 1999-2002.

***Work Experience***

**Freelance Translator, Reviewer and Data Entry Operator** - Feb 2018- Present..

**Admin. Manager,** Friends Track Call Taxi and Cabs - Sep 2015- Jan 2018.

**Office Administrator,** Kidzee Oxford Bloom School, Karaikal. - April 2013 – Aug 2015.

**Cargo Assistant,** Dulsco LLC, Client : Emirates Airlines, Dubai - Dec-2011 – March 2013.

**Admin. Assistant,** Rural Organisation for Social Action, Nagapattinam - March 2004 – Nov 2011.

***Personal Profile***

Permanent Address : 16, Main Road

Tharangampadi - 609313

Nagapattinam

Tamilnadu, India.

Nationality : Indian

Date of Birth : 20th May 1981

Languages Known : Tamil & English