

Beulah Lakshmi S

No: 120, Kamarajar Nagar, Avadi, Chennai-71

jjyotsnalakshmi1@gmail.com

+91 99401 54068 / 7358758248 (whatsapp)

Freelance Translator / Content Writer / Transcriber / Virtual Assistant / Voice over

Work Experience

Freelance Content Writer & Translator, Transcriber, VA & VO

Freelancer - Chennai, Tamil Nadu March 2016 to

August 2022

Worked on:

- Website content
- Blog
- General and SEO-based articles
- Comments & Product Reviews

Domains: (Both English & Tamil)

- Education (Content, Translation, and Transcription)
 1. XI & XII Chemistry (Translation of QBs)
 2. Engr. Entrance Exams Lessons (Translation)
- Health (Content)
- Spiritual & Astrology (Content)
- General & SEO Contents (Content)
- Fireworks (Translation for one year-Remote)

Output:

Delivery of original, grammar, error, and plagiarism-free content at the scheduled time.

Years of experience as a Freelancer:

- Content writing in both Tamil & English (5yrs of exp)
 - Translation services from English to Tamil and vice versa (5 yrs of exp)
 - Website Content, Articles, Blogs, Product Reviews, SEO-based write-ups (5yrs of exp)
 - Worked as Virtual Assistant in Lofty Solutions Pvt. Ltd, Coimbatore for 1 year.
 - Worked as Virtual Assistant to Dr. Ashwin Naik Bangalore for 1 year.
 - Worked as a voice-over artist in English and Tamil with a few clients.
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On-site Work Experience

Content Writer & Translator / Online Exam Coordinator (In-house)

Genuine InfoTech Pvt. Ltd - Coimbatore, Tamil Nadu
November 2011 to January 2016

Rendered my service as Content Writer & Online Exam Coordinator from November 2011 to January 2016 (4 years 3 months)

- Tamil and English Translation work done for brochures, books, etc.
- Web Portal Management, Content Writing
- Online, Offline Promotional Activities for the site (Bulk mailing, allocating coupon codes etc)
- Creating web pages in Word Press (Open source), publishing on the website, preparing online study material for competitive & entrance exams
- Assisting end-users
- Coordinating with Question Bank Preparation Team
- Maintaining and Monitoring Google Analytics and the entire site operation.
- Correspondence works
- Providing information to the customers in Zopim chat regarding the exams and online study material availability.

Fr. Ops Exe / Content writer & Translator, supported Vice President

UCMAS (India) Pvt. Ltd. - Chennai, Tamil Nadu
August 2009 to December 2010

Assisted in back-end activities as Operations Executive cum Secretary from August 2009 to December 2010 (1 year 4 months)

- Translation from Tamil to English and vice versa was done for circulars, books, brochures, etc
- Handled Master, District Franchisees
- Preparing Franchise Agreements and other relevant documents
- Supporting Franchisees' promotional activities
- Attending, resolving Franchisee Queries, and requirements.
- Calendar Maintenance, all correspondence, and back-end activities of the Franchise Department
- Circular Preparation, Content Writing for Brochures
- Given major contribution to the National & International Abacus Competition

Sales Coordinator & Admin Support

First Flight Couriers Ltd - Coimbatore, Tamil Nadu
November 2006 to November 2007

- Cold Call Conversions
- Coordinating with the Sales Team
- Regular Correspondence and Customer Data Base Maintenance
- Quotation, Action Plan Preparation
- Raising Invoice, Payment & POD Collection
- Maintained & Monitored Top customers and their regular bookings
- Internal and External Communication through mails, letters

Education

Bachelor's in Mathematics

JBAS Women's College - Chennai, Tamil Nadu
July 1995 to April 1998

Diploma in Medical Coding and Transcription

Private - Chennai, Tamil Nadu

Skills / IT Skills

- Content writer (7 years)
- Translator (5 years)
- Virtual Assistant (2 years)
- Voice over (Less than 1 year)
- Writing skills (6 years)
- SEO (3 years)
- Proofreading (1 year)
- Blogging (2 years)
- Keyword Research
- Microsoft Word (8 years)
- Communication skills (Eng & Tamil)
- Writing skills (Eng & Tamil) (7 years)
- English
- Communication skills

Languages

- English - Fluent
- Tamil - Expert