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| **MAYANK MAYUR SHAW**  TAPTI HOSTEL,  JAWAHARLAL NEHRU UNIVERSITY  110067: NEW DELHI Phone: 91-**9599454953** Email Id – mayurmayank1996@gmail.com |  |
| **DATE OF BIRTH:24/08/1996 Gender: Male Nationality: India** |

**PROFILE SUMMERY**

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| **WORK DOMAIN** | FOREIGN LANGUAGE [RUSSIAN], ORDER & DELIVERY MANAGEMENT, FINANCE, EDUCATION |
| **CATEGORY** | IT, KPO, ITES, TEACHING, TRANSLATION, INTERPRETATION, MARKET RESEARCH |
| **VOCATIONAL DEGREE** | B.A [RUSSIAN] - JAWAHARLAL NEHRU UNIVERSITY, DIPLOMA IN COMPUTER APPLICATION |

**OBJECTIVE**

**TO OBTAIN A CHALLENGING POSITION IN THE LEADING COMPANY WHERE I CANMAKE A MEANINGFUL CONTRIBUTION TO THE ORGANIZATION AND PROVE MYSELF A BETTER PROFESSIONAL.**

**EXPERIENCES**:-

**CURRENT :** Freelance Translator of Russian Language to English and vice-versa

**ROLE :** Russian Language Expert

**DOMAIN :** Translation cum Interpretation & Writing

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| **WORK DOMAIN COVERED** |
| To interpret from Russian to English, Russian to Hindi and Vice – Versa for all kind of assignment |
| To translate all kind of text from Russian to English and English to Russian (i.e. Technical, Legal, Financial) |
| To collect the data both through primary and secondary market research |

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| **KEY RESPONSIBILITY AREA** |
| As a Russian Language specialist, Bridging the communication gap between the concerned authority of my company and client, through e-mail (Russian to English and Vice – Versa). |
| Establish effective relationships with Russia’s customers, suppliers so that agreed levels of service can be met. |
| Maintaining a high level of language proficiency since the customers concerned are overseas clients (Neutral English and Russian). |
| Working with team members closely so that issues those are recurrent can have the possible solution. |

**EDUCATIONAL & TECHNICAL QUALIFICATION:**

* GRADUATION

**B.A. Hons( Russian)**

JAWAHARLAL NEHRU UNIVERSITY,

New Delhi

* COMPUTER DIPLOMA

Diploma in Computer Application (1 Year)

**Good Typing Speed [Russian& English].**

**LANGUAGE KNOWN** -:

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| **LANGUAGE** | **PROFCIENCY** |
| Russian | Read, Write & Speak |
| English | Read, Write & Speak |
| Hindi | Read, Write & Speak |

**COMPUTER APPLICATION**:

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| **OPERATING SYSTEM** | Window 98, XP, 2000, 2007, |
| **APPLICATION** | MS-OFFICE-2003 &2010 |
| **WEB TECHNOLOGY** | Internet Explorer,Google Chrome etc. |
| **TYPING SKILLS** | Russian and English |

**INTERESTS:** -

* Travelling
* Communicating with new peoples.

**STRENGTHS & SKILLS:** -

* Workaholic Attitude, Flexibility, Dedication.
* Language Proficiency.
* Attractive Personality, Punctual and Disciplined.
* Able to work under Supervision

**PERSONAL DETAILS:-**

* **DATE OF BIRTH:** - 24/08/1996
* **MARITAL STATUS**:- SINGLE
* **NATIONALITY:**- INDIAN

Regards

New Delhi (Mayank Mayur Shaw)