**Padmavathi SA**

*A trusted Name in The Field of Freelance Transcription.*

Address : G Block 227, Sumadhuara Srinivasa

 Seetharampala, Whitefield

 Bengaluru - 560048

 Contact : 09686604643

 E-Mail : padma.2404@gmail.com

Skype : padmasa

***Work Experience:* Five Years of experience as a Freelance Transcriber.**

**Services Provided:**

* **Translations (Hindi, Kannada - English)**
* **Transcription (Voice and Non-Voice)**
* **Proofreading/Editing**

**Career History**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no.** | **Company** | **Description** | **Working Duration** |
|  | **Crescendo Transcription PVT LTD** | Working as a freelance transcriber for this firm. | Since September 2012 till date.  |
|  | **Cutting Edge Translation**  | Working as a freelance transcriber for this Delhi base firm | Since February 2014 till date.  |
|  | **Upwork/Elance** | Elance is an online freelance work portal where international clients hire professionals for various projects. | Since September 2012 to 2014. |
|  | **Individual Clients** | Worked with individual clients on various subjects on audio files of TRAI.  | Since 2015 till date.  |

***Professional Skills:***

* Fluent in Kannada, Hindi and English Languages
* Kannada Typing
* Expert in MS Office
* Grammar and Spellings

**Strengths:**

* Available 24/7 via phone, email and skype
* Hard working professional
* Personal Attention to every project
* Good communication skills

 ***Qualification & Achievements:***

**Graduate from Bangalore University – BSC (CBZ): 2008-2009.**

Other Qualification Details –

* + - * Passed 12th Standard in the year 2002-2003

with 72% marks (Science)

* + - * Passed 10th Standard in the year 2000-2001

 with 83% marks.

* + - * Winner of the ‘best student of the school award’

in the passing out year.

**Signature**

**Padmavathi SA**