**Resume for Freelance translator**

**PRATAKSHI ASHWANI NARANG**

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Seeking a **Middle Management** assignment in…

**Translation**

**Target Sector: All**

**Working as Freelance Translator**

**Total experience more than 5 years**

* Working as a **Freelance Translato**r with **Lingua Consultancy.**

**KEY RESPONSIBILITIES**

* Doing translation for Hindi and English Language and vice-versa.
* Worked on XTM Tool
* Translated Amazon and Flipkart projects.
* Worked on general articles and story books.
* Worked as a **Translato**r at **Splendid Authors.**

**KEY RESPONSIBILITIES**

* Doing translation for Hindi, Punjabi and English Language and vice-versa.
* Translating academic books.
* Translating stories.
* Working as a **Transcriptionist** and **Translator** for **CRESCENDO TRANSCRIPTION PVT LTD.**

**KEY RESPONSIBILITIES**

* Doing transcription for Hindi, English Language.
* Doing translation for Hindi, English Language.
* Working as a **Hindi,English Transcriptionist** and **Translato**r for **Linguainfo PVT LTD.**

**KEY RESPONSIBILITIES**

* Doing transcription for Hindi and English Language.
* Doing translation for Hindi and English Language and vice-versa.
* Taught in **Bhavishya International** Maths and English for 3 year.

 **KEY RESPONSIBILITIES**

* Teaching Maths and English to primary and elementary kids.
* Preparing students for the curriculum activities.
* Interaction with parents and teachers for the progress of the students.
* Taught in the **Springdales School,** Meerut as a primary teacher for 3 years.

 **KEY RESPONSIBILITIES**

* Teaching English, Social Science.
* Taking art and craft classes
* Preparing students for the curriculum activities.
* Interaction with parents and teachers for the progress of the students.

**IIBM INSTITUTE OF MANAGEMENT**

* Worked as **ADMIN EXECUTIVE** in **IIBM institute of management** in BeriPura, in Meerut an educational institute which provides PG distance learning courses.

**KEY RESPONSIBILITIES**

* Managing the database of students admission,
* Dispatching schedule of their study material,
* Managing their fees details according to courses and time periods,
* Sorting out their queries related to undelivery of course material and other documents.
* Taught tuitions till class tenth since 11 years for Maths, Science and English.
* Taken summer camps for art and craft.
* Taught dance in the summer camps.
* **ACADEMIC QUALIFICATION**
* Passed 10th from ICSE Board in year 2005 with 70.1% in science and maths.
* Passed 12th from ISC Board in year 2007 with 65.8% in science stream.
* Passed B.Com from Delhi university in 2010 with 48%
* Pursuing MA English from IGNOU.
* **PROFFESSIONAL QUALIFICATION**
* Passed CA CPT & IPCC
* **COMPUTER LITERACY**

Reasonable, good in working on computer specially :

* Microsoft Word
* Excel
* Power Point
* Tally
* Internet.
* **HOBBIES & INTERESTS**
* Listening to Music.
* Interacting with People.
* Searching net and gaining knowledge.
* Reading books.
* **PERSONAL DETAILS**
* HUSBAND’S NAME : Mr. AshwaniNarang
* DATE OF BIRTH : 02-09-1989
* GENDER : female
* MARITAL STATUS : Married
* LANGUAGE SPOKEN : English, Hindi
* NATIONALITY : Indian
* CAPABILITIES : Good confidence, Effective communication skills, Hard working.
* **SELF APPRAISAL**
* I am confident of my abilities and full of enterprise and initiative.
* I am responsible, can work for hours and love to work in a team.
* I have a positive attitude towards work and life.

PRATAKSHI