

S.R.R. RAO

Freelancer



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Date of Birth:

30th Dec. 1954

Languages known:

English, Hindi, Marathi, and mother-tongue Telugu

EDUCATION

Andhra University, Visakhapatnam, A.P., India

B.Com. Correspondence Course: From 1975-1978

**Govt. Owned Public Sector Undertaking,
Mumbai, India - from 1978-2014 - 36 years**

Senior most Assistant to the Senior General Managers in their day-to-day office routine works, collection of various data from subordinate offices and submission to HQs., duly compiled.

Helped my colleagues to communicate by translating **English-Telugu-English, Hindi-Telugu.**

**South Eastern Railway (Construction Dept.), Indian Railways
Visakhapatnam, A.P., India, from 1975-78**

On contract basis in the fields of Administration., Establishment and Preparation of Payrolls of employees and verification thereto.

Worked as a Freelancer - From 2019 to Till now:

- English to Telugu translation of Property Deeds
- Hindi to Telugu Entertainment and Political domains
- Telugu to Hindi film Songs translation
- Provided translation services ENG-TEL & TEL-ENG-HIN for a learning website
- Provided English and Telugu proofreading services.

SKILLS:

Attended Windows, MS Office, and other allied in-service courses, conducted by the PSU.

Passed Hindi Praveen Exam. in the year 2003 for Central Government Employees conducted by Dept. of Official Languages, under Ministry of Home Affairs.

Attended various In-service courses viz. HRD, Personality Development, etc., conducted by the PSU.

(S.R.R. RAO)