**Ravindra Kumar Khare**

1007, Sujan Nagar, Behind Laxman Raja Hostel, Bagauta Road, Chhatarpur (MP)-471001

rkkravindra@gmail.com Mobile – 7000353906

Work Experience

Served in Central Govt. of India as office assistant and efficiently completed office work with Hindi and English typing. On passing Translator’s test during 2012, I was re-mustered as Hindi Translator. After 3 years of service as translator I translated all kinds of official matter and retired in December 2015. After retirement I have been maintaining my translation skill by engaging self in translation of literary material, news, articles, stories etc.

Education

* Graduate from Awadesh Pratap Singh University Rewa (MP)
* Post Graduate Diploma in Translation from Indira Gandhi National Open University, New Delhi

Skills

* Hindi (Devnagari Inscript) and English Typing
* English –Hindi Translation

Present Engagement

 Presently I am working for Delhi based translation agencies as a freelance English-Hindi Translator and translated Approx. 88,000 English words various subjects i.e. building construction, representation, press-release, medical etc. for them.

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