**Curriculum Vita**

**Reena**

#1144, Ratpur colony, Pinjore,

Dist. Panchkula – 134113 (Haryana)

**Mobile No.** +918307974754

**Email:****reenakakran99@gmail.com**

**Carrier Objective:**

* Satisfaction through success
* Success through performance
* Performance through skill
* Skill through exposure

**Education qualification:**

* 10th from H.B.S.E, 2013 (68%)
* 10+2 from H.B.S.E, 2015 (60%, Non-Medical)
* BSC (Non-Medical) from Kurukshetra University, Kurukshetra, 2018 (59%)
* M.A (Hindi) from Kurukshetra University, Kurukshetra (Pursuing)

**Professional qualification:**

* 3 Month Basic Computer Course (HS-CIT), Pinjore
* Post Graduate Diploma in Translation (Eng-Hindi) from Punjabi University, Chandigarh (Pursuing)

**Experience:**

* I have two year experience as a **Freelancer Language Expert Hindi** with world’s leading companies.

**Fields of translations are below:**

* Broad knowledge in Software, IT, Banking, Tele Communication field, Health Content, School Content, Legal & General Content, Mathematics and Google Products too.

**Computer Skill:**

* MS-Office
* Internet
* Hindi Typing, English Typing

**Skills:**

* Excellent oral and written communication skills
* Fluent in spoken and written Hindi& English
* Ability to respond quickly to changing circumstances
* Proficient in MS Office

**Tools used:**

* SDL TRADOS 2007, 2011, 2014 / SDLX
* Microsoft Office, XTM, Linguamate, Prbandhak

**Personal detail:**

**Name**  : Reena

**Father Name**  : Braham Prakash

**Date of Birth**  : 18 Oct, 1999

**Gender**  : Female

**Marital status**  : Un-Married

 I hereby declare that the above mentioned information is true tothe best of my knowledge and belief.



(Reena)