
REENA SHIBU



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House no 1474,
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Mysore. Karnataka
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OBJECTIVE

LOOKING TO LEVERAGE MY
KNOWLEDGE AND 25+ YEARS
EXPERIENCE IN TRANSLATION
AND PROOF READING

SKILLS

Reasoning ability, Sense of
Responsibility, Punctuality, Accuracy,
Attention to Details, Self-driven,
Diligent, Learnability, Modesty

EXPERIENCE

TRANSLATOR / THE WATCHTOWER SOCIETY OF INDIA

March 1993 – November 2010

Served as Translator and Proof reader

Translated variety of subjects such as Science, History, family, Medicines
etc.

Worked on software program called MEPS – Multi language Electronic
Phototypesetting System and WTS – Watchtower Translation System.

Have experience in using Microsoft applications like Word, XL and
Outlook.

LEGAL TRANSLATOR

December 2010 – April 2018

Have experience in following fields:

Police station Related activities under the CrPC, like FIR, Case Diary,
Charge Sheet, Mahajars, Panchanama etc.

Magistrate and other Court Documents like Vakalathnama, Bail, RTI's
Order Sheets, PCR complaints etc.

FREELANCER

May 2018 -

Working as freelancer and handled following domains:

Legal, Education, Medical, Automobile, Advertising, Marketing, Web,
finance, Insurance, Govt. documents, Certificates, Question Papers,
Agreements, e-commerce, Agriculture, Clinical trials, Video Transcription
and Script etc.

Currently working as a freelancer with following Vendors:

Moraine Groups	Yashvi Translation	Neoplus. Translation
GoTransparent & SeaTongue		Source Code
Anubhav Multilingual Services		Gem Translators
CMM Languages	Lingo Chaps	Translation WorkZone
Simpson Soft	InterPrter Inc	White Globe Pvt. Ltd
Translated.	Lingual Consultancy	Dr.Localize
LI0N House	Transperfect	CHL Localisation
Overseas DTP	Ansh Intertrade Pvt.Ltd	Process 9

EDUCATION

Under Graduate, SSLC

VOLUNTEER EXPERIENCE

Actively take part in educating and helping neighbours to be a force for moral
good. Helping people find happiness and a meaningful purpose in life, facing up to
modern challenges in living.