**R E S U M E**

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| Name | : | **S.S. KUMARAVEL** |
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| Father’s Name | : | S. SELLAIYAN |
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| Date of Birth | : | 11.05.1969 |
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| Address for Communication | : | OLD NO.25, NEW NO.51,  KAMARAJ AVENUE 2ND STREET,  ADYAR, CHENNAI 600 020. |
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| Phone | : | 90032 46972 |
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| E-mail | : | [sskumaravel70@gmail.com](mailto:sskumaravel70@gmail.com) |
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| Educational Qualification | : | B.Com. |
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| Technical Qualification | : | Typewriting – English Higher  Typewriting – Tamil Higher  Shorthand – English Higher  Shorthand – Tamil Higher |
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| Experience | : | For the last 30 years, I have been associated with various organizations including a law firm, in various capacities. I am having the speed of about 50 to 60 wpm in computer typing with utmost accuracy.  For the last 3 years, I have been doing translation works from English to Tamil as well as Tamil to English. Such translation works include legal documents, government orders, proceedings, inquiry report & statements of accused persons (Directorate of Revenue Intelligence, Ministry of Finance, Government of India), geographical pages, automobile booklets, commercial matters and an accountancy book. |
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| Scope of this Application | : | I am working in an organization. I would like to use my spare hours (approximately 3 to 5 hours per day) in a beneficial way. Therefore, I am doing translation projects on part-time basis. I will be able to translate upto 2000 words per day and my working hours will be between 7 pm to 8 am in the next day morning. |