SANJAY RAJ UPADHYAY

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Kuleshwor Residential Area

Kuleshwor

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**NEPAL**

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**Summary**

I am a Nepalese Citizen of mother tongue Nepalese language. Professionally I am a Civil Engineer and retired from Government job. I have 25 years of experience in Civil Engineering Construction and Management field. After retirement, I have chosen the profession of Translator. I have keen interest in Typing and Translation works. I keep my Nepalese language up-to date and continual development of English language skills. Besides this Nepali and English Language, I have excellent knowledge of Hindi languages also. I have knowledge of broad range of subjects including Politics, Social, Legal, Economics, Business, Law Enforcement, Justice, Security, Health and of course Engineering. I am confident and motivated. As a professional, I am well presented and take pride in my work. Willing to grow and increase my experience in the field of translation. I possess excellent organizational and communication skills. I am serious professional and adopt radially to change; what is more, I consider myself as being very pro-active, practical and oriented to problem-solving at the job place, even under stress circumstances.

Currently I am affiliated with KS Translations Limited, a Translation and Interpreting Agency based in Reading, UK; as a Project Manager. I provide translation services in the following language combinations: English>Nepali, Nepali>English, English>Hindi and Hindi> English. I have previous work experience in translation and proofreading for various translation agencies.

**Personal Detail**

Date of Birth: December 9, 1961

Marital Status: Married with 2 children

Language:Nepalese (mother tongue)

                          English (second language)

**Skills**

-     5 years of experience in bilingual interpretation and translation

- Strong communication skills, both written and verbal in English, Nepali and Hindi language

-     A high standard of computer literacy (including, but not limited to Word, Excel, Adobe Acrobat, Power Point)

  -      An attentive and good listener

  -       Strong interpersonal skills

  -       Excellent grasping power and effective at multi-tasking

  -       Excellent typing and short-hand skills

* Excellent ability to adopt to different situations

**Other Strengths**

-       Cultural awareness and sensitivity

-       Professional and punctual.

- Target- oriented attitude

- Good team worker

**Translation Experience**

Since 2015 to till now I have an experience of translation in English, Nepali and Hindi language projects in legal, health, finance, media, engineering and general.

**Academic Qualifications**

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| **Qualification** | **Date** | **Institution** |
| Post Graduate (Masters Degree) in Ecology and Environment | 1997 | Indian Institute of Ecology and Environment, New Delhi, INDIA |
| Graduateship Examination (Bachelor Degree) in Civil Engineering  | 1990 | The Society of Engineers, Parsifal College, London, UK |
| Certificate in Architectural Engineering | 1982 | Tribhuvan University, Institute of Engineering, NEPAL |
| School Leaving Certificate Examination (After 10th class from School) | 1978 | Ministry of Education, SLC Examination Board, NEPAL |

**Certificate or Awards**

* Introduction to humanitarian translation for translators – Translators without borders.
* Translation as a career – Open University, Milton Keynes, UK.
* Translation quality management – Awarded by Toms State University, Russia.
* Russian as a foreign language: B1+ - Awarded by Saint Petersburg, Russia.