**SELVABAI JEYARAJ**  
 15, Deepak chawl , Mail: selvabai.j@gmail.com Bhandup-West, Mobile: 09820256250 Mumbai-78,

India.  
  
**Career Goal**

Obtain a distinctive place with the help of acquired education.

**Academic Background**

* Accomplish Master of Arts Degree in Tamil Literature and Linguistics from the Kamaraj University, Madurai in the year of 1982.
* Acquire B.Ed from the Annamalai University, Chidambaram in the year of 1983.
* Acquire M.Ed from the Chennai University, Chennai in the year of 1984.
* Acquire Master of Arts Degree in Translation from the Annamalai University, Chidambaram in the year of 2011.

**Computer Programming Skills**

* **Known Operating Systems:** Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS
* **Known Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

**Professional Excellence Summary**

* Have top level enthusiasm with proper dedication for a successful career in Education and communications.
* Have tough leadership brilliance.
* Have wonderful practical skills in both of the Tamil and English language for verbal or written communication.

**Professional Background**

**1987- Present date:**

* Translation Work
* News paper Article Writer
* Short story writer
* Poetry writer
* Translator
* Proof Reader
* Power point maker

**Experience:**

* 1. **Nine years experience in Text book translation**
  2. **NGO Documents Translation**
  3. **Counselling books Translation**
  4. **Subject books Translation**
  5. **Short Stories and Novels**

**Language Pair:**

* 1. English Tamil
  2. English Hindi

**Rate per word:**

Min 0.04 EUR per word.