**SHILPA DESHPANDE**

**Sahyog, Building no 49, Flat no - A-102, Nehru Nagar, Kurla East, Mumbai – 24 ( M.S. )- India**

 +91 9819773846 (India) Email : spnt10@rediffmail.com

I would like to work as a freelance English to Marathi translator and transcription with base in Mumbai.In my extensive professional career, I helped many of my organization in translation of English documents into Marathi which includes general, marketing and medical domain.

I have strong command over English Marathi & Hindi (read/write/speak) and over 15 years’ hands-on experience with reputed companies.

• Professional freelance member for translation directory.

• [http://www.TranslationDirectory.com/translators/english\_marathi/shilpa\_deshpande.php](https://www.rediffmail.com/cgi-bin/red.cgi?red=http%3A%2F%2Fwww%2ETranslationDirectory%2Ecom%2Ftranslators%2Fenglish%5Fmarathi%2Fshilpa%5Fdeshpande%2Ephp&rediffng=0&rogue=b8aeaf5fc94e4e5113e841fa7da7a762c6e3e393&rdf=VnAAcgVsVyZVOVE1)

**Personal details**

**Date of Birth** : January 10, 1973

**Educational Qualification**

* Passed M.A. (Economics) in the year 1995 from Bombay University.
* Passed B.A. (Economics) in the year 1993 from Bombay University.
* Passed H.S.C in the year 1990 from Bombay Board.
* Passed S.S.C in the year 1988 from Bombay Board.

**Technical Qualification**

* Passed English typing 30 W.P.M from Bombay Board with 'A' Grade.
* Passed English typing 40 W.P.M from Bombay Board with 'A' Grade.
* Passed Certificate Course (Swift) from NIIT with 'A' Grade.
* Passed Certificate Course of Desk Top Publishing (D.T.P) from Data Point.
* **Completed Medical Transcription course in year 2000.**
* Well versed with SmartCat tool

**Experience**.

* Working with Zoo Digital for Marathi subtitling
* Working with Pal translation for English to Marathi Translation as well as English to Hindi Translation.
* Worked with **Vasturaviraj spiritual services (p) Ltd**. As Customer relation Executive since May 2011 till Dec 2015.

 **Job Responsibilities**:

Handling phone calls of clients and students coming through various sources like Magazine, Exhibitions, walk-in etc.

* Allotment of visits to our experts.
* Maintaining record of experts in Excel
* Allotment of technicians at client place as per schedule
* Providing information to the students for various classes.
* Translate the information in Marathi & Hindi
* Fixing clients appointments with MD.
* Worked with **Health Prime International Services** as Medical Billing Executive since Dec 2004 to Jan 2007.

**Job Responsibilities:**

* Data processing in Nex-Gen medical package in given format for the billing of individual patient with his medical history.
* Providing on the job training to new joiners for Dermatology & Paediatrics.
* Helping the team in translating the medical brochure, leaflet in Marathi.
* Worked with **Maxclaim India (P) Limited**, as Billing Executive on their medical manager package for medical insurance billing since 9th Dec 2003 to Nov 2004.

**Job Responsibilities**: Data entry in Medical Manager Package in their given format for the billing for the individual patient with his medical history.

* Worked with **Glenmark Pharmaceutical Ltd.** As Computer Operator.

**Job Responsibilities:** Data Entry in Excel & their Given Format for the analysis made by the Scientist in Analytical Dept.

* Worked with **Acculink InfoTech Pvt. Ltd.** as an Office Assistant Cum Computer Operator from September 2001 to November 2002.

**Job Responsibilities:** Preparing notes like Word, Excel, PowerPoint, CorelDraw etc. for the Company’s Education department.

* Completed 6 month **Medical transcription** course in Year 2000.
* Worked with **M/s Aneja Associates, Chartered Accountant** as an Executive Assistant (Administration) cum Computer operator from June 1998 to August 1999.

**Job Responsibilities:** Typing reports of various clients on computers normally in Word format.

* Worked with "**Datamatics Technology**" years as a Vendor from Nov 1995 to May 1998.

**Job Responsibility**: Doing data entry for Finance & Legal dept in Excel, Word formats.

**Shilpa Deshpande**

**Mumbai**